General Condominium Questionnaire

Collect project, financial, insurance and building-condition information.

BEFORE YOU BEGIN

- Ask an authorized association or management representative to complete this questionnaire. Borrowers should not guess project-level answers.
- Answer every applicable question and explain Yes, Unknown or incomplete items. Attach extra pages where needed.
- Include current budget and financial statements, insurance declarations, reserve study, inspections and special-assessment or litigation documents when applicable.
- Your loan team may request additional information or an agency-specific questionnaire.

Project and contacts

Borrower name

Subject property address and unit

Condominium project legal name

Association legal name

Master association name, if applicable

Project address

Association / management contact

Contact title and company

Telephone

Email

Legal property classification

Project type

General Condominium Questionnaire

Project development and control

Total project units

Units in subject legal phase

Total planned phases

Are all buildings, common elements and amenities complete?

Is future phasing, annexation or development planned?

Phasing, incomplete work or development details

Has control transferred from the developer to unit owners?

Date of owner control

Was the project converted from another use?

Conversion completion date

If converted, was it a full gut rehabilitation?

Conversion / engineering details

General Condominium Questionnaire

Unit use, ownership and commercial space

Units sold / conveyed

Units under contract

Units occupied as principal residence

Units used as second homes

Investor / rental units

Developer-owned unsold units

Association-owned units

Units 60 or more days delinquent on assessments

Largest single owner: name and unit count

List every entity that owns multiple units

Commercial / nonresidential area (%)

Commercial uses and square footage

Are there rental, resale, age or occupancy restrictions?

General Condominium Questionnaire

Restrictions, short-term rentals or hotel-like services

Does the association own all required amenities?

Amenity ownership, leases and outside use

Association finances and litigation

Current annual operating budget ($)

Annual contribution to reserves ($)

Current reserve fund balance ($)

Most recent reserve study date

Are operating and reserve funds held separately?

Reserve withdrawal and financial control procedures

Subject unit regular monthly assessment ($)

Assessment liability for a lender taking title

Does the association have outstanding loans or credit lines?

General Condominium Questionnaire

Association borrowing: balance, payment and maturity

Is the association or project involved in pending litigation?

Litigation details and counsel contact

Building condition, reserves and assessments

Disclose known conditions even if a repair is not yet funded or a special assessment has not been approved. Attach current inspection and reserve information.

Most recent building / structural inspection

Inspector name, license and company

Are there critical, structural, safety or habitability repairs?

Are there evacuation orders, unsafe findings or code violations?

Inspection findings, violations and repair scope

General Condominium Questionnaire

Repair schedule, progress, contractor and completion target

Repair cost, funding sources and unfunded amounts

Is material maintenance deferred or unfunded?

Deferred maintenance details

Is a special assessment current, approved or planned?

Total project special assessment ($)

Amount allocated to subject unit ($)

Subject unit remaining balance ($)

Assessment dates, payment terms and purpose

Supporting reports or documents attached

General Condominium Questionnaire

Project insurance

Are project buildings in a Special Flood Hazard Area?

Property insurance agent / contact

Property insurer and policy number

Property coverage expiration

Property coverage limit ($)

Property deductible / percentage

Liability insurer, limit and expiration

Fidelity / crime insurer, limit and expiration

Flood insurer, limit, deductible and expiration

Is property coverage written on a replacement-cost basis?

Coverage exclusions, deductibles and relevant details

General Condominium Questionnaire

Authorized preparer certification

I am authorized to provide this information for the association or project. I certify that the answers are accurate to the best of my knowledge and identify supporting records or unresolved items. This is an IIMBC information-gathering questionnaire; it is not an agency-issued or agency-approved form.

Prepared by full name

Title / authority

Company / association

Telephone and email

Authorized preparer signature

Date completed

Attachments and additional explanations