

# Crestline Funding, Corp. CONDO/PUD FACT SHEET

Applicant(s) name: \_\_\_\_\_

Property address: \_\_\_\_\_

We have received an application for a mortgage on a unit in \_\_\_\_\_  
(name of association)

In order to facilitate the mortgage process, the following information is to be completed by an officer/trustee of the homeowner's association or management company.

I hereby certify that:

1. Total units in project: \_\_\_\_\_  
# of units sold & closed: \_\_\_\_\_ % of total units: \_\_\_\_\_  
# of units owner occupied: \_\_\_\_\_ % of total units: \_\_\_\_\_  
# of units second home: \_\_\_\_\_ % of total units: \_\_\_\_\_  
# of units non-owner occupied: \_\_\_\_\_ % of total units: \_\_\_\_\_  
# of units vacant: \_\_\_\_\_ % of total units: \_\_\_\_\_
2. Is the project subject to additional phasing or annexation? \_\_\_\_\_
3. Have all common areas, facilities, and individual units been completed, including those that are part of a master association? \_\_\_\_\_
4. Control of the HOA was turned over to unit purchasers on \_\_\_\_\_.
5. How many budget cycles have been set by the unit owners (as opposed to the developer)?  
Less than 2 \_\_\_\_\_ More than 2 \_\_\_\_\_
6. Project IS \_\_\_\_\_ IS NOT \_\_\_\_\_ a conversion.
7. Does the project include any multi-dwelling units that represent security for a single mortgage? \_\_\_\_\_
8. Does any single entity (same individual, investor group, or Corporation) currently own more than 10% of the total units in the project? \_\_\_\_\_
9. Are all units owned fee simple and do unit owners have sole ownership in the common areas/facilities? \_\_\_\_\_
10. Are all of the common amenities owned by the HOA or leased?  
Owned by HOA \_\_\_\_\_ Leased\* \_\_\_\_\_ \*please attach copy of lease
11. Are there any special assessments now planned, or have there been any in the past year?  
Yes\* \_\_\_\_\_ No \_\_\_\_\_  
\*Describe the nature of the assessment and cost per unit: \_\_\_\_\_
12. Are more than 10% of the unit owners delinquent in paying monthly HOA dues?  
Yes \_\_\_\_\_ No \_\_\_\_\_
13. The HOA IS \_\_\_\_\_ IS NOT \_\_\_\_\_ involved in pending litigation.  
**If yes, explain in detail on a separate sheet and attach all supporting documentation.**
14. In the event of a mortgage foreclosure (or the acceptance of a deed in lieu of a foreclosure), does the homeowner's association waive its right of first refusal with respect to any lease, sale, or transfer of a unit, or with respect to any sale or transfer by the mortgage holder or other party who acquired the unit in connection with the foreclosure or deed-in-lieu? \_\_\_\_\_
15. Project insurance information:  
Hazard \$ \_\_\_\_\_  
Does this equal 100% of the current replacement cost of the improvements?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
Liability per occurrence \$ \_\_\_\_\_  
Flood insurance (if applicable) \$ \_\_\_\_\_  
Earthquake insurance (if applicable) \$ \_\_\_\_\_

I, the undersigned, certify that to the best of my knowledge and belief, the information and statements contained on this form are true and correct.

\_\_\_\_\_  
Officer/Trustee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone #