



## FHA HRAP Condo Submission Checklist

### **Existing Projects (fully completed and > 12 months old)**

TFSB HRAP FHA Questionnaire completed with no blanks left and no ~~scratch out marks~~

#### D Developer/Builder/HOA Certification

Current fully executed Management Agreement (if applicable)

Meeting Minutes from HOA board meetings for the most recent 12 months

HOA master insurance policy with declarations pages including required coverages:

Hazard: Replacement Cost Value

Liability: \$1M per occurrence

Fidelity Bond/Employee Dishonesty: Will be required for the HOA and managing agent on projects  
over 20 units, which is 3 months of income assessment

Building ordinance or Law endorsement: Based on City/County requirements

Flood Insurance (if applicable): \$250,000/unit or replacement cost

Property Management Agent's master insurance policy or declarations page with required fidelity coverage (if applicable).

Financial Documents (if project is new in some cases, not all of these financials are required\*):

Current year's complete budget (a reserve study no older than 2 years might be requested if the budget is deemed inadequate to support the project)

Current Balance Sheet (must be dated within the last 90 days)

Previous year's actual fiscal year-end results, specifically the balance sheet & income/expense statement

Recorded Project Legal Documents and all amendments:

Plat Map and/or condominium site plans

Covenants, Conditions, & Restrictions (aka declarations or master deed)

Signed and adopted bylaws (if state law does not require recorded bylaws, provide a copy of the applicable state statute)

Articles of Incorporation, Articles of Association, or Condominium Trust (if state law does not require incorporation, provide a copy of the applicable state statute)

**New Construction (Proposed, Under Construction, or existing <12 months old) – The following items are required *in addition to the EXISTING PROJECT DOCUMENTS***

Current signed Attorney’s Opinion Letter

Phase 1 Environmental Assessment Report

HUD 92544 Builder’s Warranty

HUD 92541 Builders Certificate of Plans & Specs

HUD 92010 EEOC form

Attachment E – Developer/Builder Certificate of Condo Requirement

Attachment F – Developer/Builder Per-Sale Certificate w/ list of all units sold/under contract & closed

Building permit and certificate of occupancy

\*Contact the Condo Department if you have any questions.

Submit these items to [condoscenario@thefederalsavingsbank.com](mailto:condoscenario@thefederalsavingsbank.com) in PDF form to request an FHA project approval.

I certify all the information required (see above) has been provided and submitted for review

Name \_\_\_\_\_

Title \_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_

Signature \_\_\_\_\_