



VA Condo Project Submission Checklist

Name of Homeowner’s Association must match project financial statements and insurance documents

TFSB VA Questionnaire

Master Insurance Certificate showing active coverage for:

Hazard: Replacement Cost Value

Liability: Non-Elevator Building \$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

Current Fiscal Year Operating Budget

Current balance sheet recent within the last 90 days

Income vs. Expense Statement for the Previous Fiscal Year

Articles of Incorporation

Declarations & bylaws and any recorded amendments

Master Association’s Declarations, Bylaws, and Articles of Incorporation (if applicable)

Plat Map of the Project or Site Plan

Development Plan and Schedule & Public Offering Statement (if declarant still controls HOA)

Last 2 HOA Meeting Minutes

Architect or Engineer’s Report (if declarant still controls HOA – conversions only)

Statement from the HOA/Declarant on the Adequacy of Utilities Serving Site (if declarant still controls HOA – conversions only)

Evidence of Final Local Authority Approval and Final VA Inspection (if declarant still controls HOA – conversions only)

Grant Deed/Leasehold agreement and Management Agreement (if applicable)

Email these items in PDF format to condoscenario@thefederalsavingsbank.com to submit for a VA condo project warranty.

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

Name _____

Title _____ Phone (____)____-_____ Date ____/____/____

Signature _____