



VA Condominium Questionnaire

Project Name: _____

Project Address: _____

Check One

1. Is the declarant in control of the project? **YES NO**

If no, date control of the HOA transferred from the developer to the unit owners _____

2. Is the project the subject of current litigation in which the HOA or developer is named as party to the litigation? **YES NO**

(If YES provide current status letter signed by HOA’s attorney and copies of all complaints filed with court)

3. Does the owner’s association have a reserve fund separate from the operating account? **YES NO**

If yes, current amount in fund _____

4. Are the units held in fee simple or lease hold? **Fee Simple Lease hold**

5. Is there any pending or approved special assessments the past year? **YES NO**

If YES, provide the following information:

Reason for special assessment: _____

The \$ amount of the total assessment: _____

The year it was passed: _____

The outstanding amount of the special assessment: _____

The number of units which still owe the special assessment: _____

The special assessment \$ amount still owed by each unit: _____

Is the work related to the special assessment complete: _____

6. Have the recreational facilities been completed and the common areas conveyed to the HOA? **YES NO**

7. Is title of the common areas free of financial encumbrances? **YES NO**

8. Complete these questions only if the developer/sponsor is still in control of the HOA. If control of the HOA has been turned over to the unit owners, proceed to question #9.

Is there a grant/deed/leasehold agreement form used to convey title? **YES NO**

Are the recreational facilities are complete and have the common areas have been conveyed to the HOA? (this should be in the form of a deed) **YES NO**

Is the common area title is free of financial encumbrances? **YES NO**

9. Please complete the unit counts below:

SUBJECT PHASE

ENTIRE PROJECT

Total # units _____	Total # of Phases _____
Total # of completed unit's _____	Total # of unit's _____
Total # of units for sale _____	Total # of completed unit's _____
Total # of units under contract _____	Total # of units for sale _____
Total # of units sold (closed) _____	Total # of units under contract _____
Total # of units rented (investor) _____	Total # of units sold (closed) _____
Total owner-occ. units (primary and 2 nd homes) _____	Total # of units rented (investor) _____
	Total own-occ. units (primary and 2 nd homes) _____

***** CERTIFICATION *****

The undersigned hereby certifies that to the best of their knowledge and belief, the information and statements contained on this form and any attachments are true and correct. The undersigned further represents they are authorized by the Homeowners Association's Board of Directors and/or the Managing Agent to provide this information on behalf of the Association.

Printed Name of Authorized Signer & Title

Signature & Date

(_____) _____

Phone & Email

Title 18 U.S.C. 1014, provides in part that whoever knowingly and willfully makes or uses a document containing any false, fictitious, or fraudulent statement or entry, in any matter in the jurisdiction of any department or agency of the United States, shall be fined not more than \$1,000,000 or imprisoned for not more than 30 years or both. In addition, violation of this or others may result in debarment and civil liability for damages suffered by the Department.