

**WEI Mortgage Corporation  
Homeowner's Association Certification Letter  
For Condominium Projects**

**Name of Borrower:** \_\_\_\_\_  
**Name of Project:** \_\_\_\_\_  
**Property Address:** \_\_\_\_\_

**Homeowner Association**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact/Phone:** \_\_\_\_\_

**Master Insurance Carrier**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Contact/Phone:** \_\_\_\_\_

1. What year was the project built: \_\_\_\_\_
2. Total # of units in project: \_\_\_\_\_
3. Are all units, common areas and recreational facilities complete? \_\_\_\_\_
4. Is the project subject to additional phasing or annexation? \_\_\_\_\_
5. Date the control of the HOA passed to unit owners: \_\_\_\_\_
6. Total # of units which have been sold and closed? \_\_\_\_\_
7. Total # of units unsold: \_\_\_\_\_
8. Total # of units which are owner-occupied: \_\_\_\_\_
9. Total # of units which are second homes: \_\_\_\_\_
10. Total # of units which are rentals: \_\_\_\_\_
11. Total # of units owned by developer: \_\_\_\_\_
12. Other than the developer, does any one entity own more than 2 units?  
If yes, how many units does the entity own? \_\_\_\_\_
13. Is the project a purposely built condominium? \_\_\_\_\_
14. Is the project an apartment conversion?  
If yes what was the conversion date (month/year)? \_\_\_\_\_
15. Are all units fee simple? \_\_\_\_\_
16. Do the unit owners have sole ownership rights to the use of the project's  
facilities, common elements and limited common elements? \_\_\_\_\_
17. Are any of the common areas or recreational facilities leased? \_\_\_\_\_
18. What are the monthly HOA dues? \_\_\_\_\_
19. Total # of unit owners that are 30 days or more delinquent in HOA dues? \_\_\_\_\_
20. Is there pending and/or settled litigation against the HOA or the developer? \_\_\_\_\_
21. Does the HOA, or a Management Co. manage the property? \_\_\_\_\_
22. Is there more than one Assoc. for the project, such as a Master Assoc.?  
If yes, provide legal names of all associations. \_\_\_\_\_
23. Have there been any special assessments in the past year?  
If yes, please describe the nature of the assessment and cost per unit: \_\_\_\_\_
24. Are there any scheduled special assessments in the future:  
If yes, please describe the nature of the assessment and cost per unit: \_\_\_\_\_
25. Does HOA waive its right of first refusal to the sale, lease or transfer of a  
unit in case of foreclosure of deed-in-lieu? \_\_\_\_\_
26. Is the unit subject to any resale restrictions based on age? \_\_\_\_\_
27. Is the unit subject to any resale restrictions based on zoning? \_\_\_\_\_
28. Is the unit subject to any timeshare arrangements? \_\_\_\_\_
29. Are there any manufactured housing units located in project? \_\_\_\_\_
30. How much of the total project space is devoted to commercial usage? \_\_\_\_\_
31. What is the amount of the general liability insurance? \_\_\_\_\_
32. What is the amount of the hazard insurance? \_\_\_\_\_
33. What is the amount of fidelity bond/employer dishonesty insurance? \_\_\_\_\_

**I certify that the above information is true and correct:**

**Print Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_