

Condo Questionnaire for Sample Condo Association

	Unit #	Address:	
Total Units in Project	100	Total Units Sold	100
Municipality & Site Plan	Township of Plymouth, Wayne County Site Plan # 0		
Cross Streets	No cross streets		
Mailing Address	Plymouth, Michigan 48170		

	STATEMENT	RESPONSE
1	The marketability of the project has been proven and at least 90% of the units have been sold to bona fide purchasers other than the developer. Multiple purchases of Condominium Units by one owner are counted as one sale when determining if a sales requirement has been met.	Yes
2	At least 90% of the units in the subject property's phase have been sold and closed.	Yes
3	All of the units, common areas and facilities within the subject property's phase have been completed.	Yes
4	Control of the owners association was turned over to the unit owners by the year stated.	Date
5	At least 50% of the total units in the subject property's phase (sold and unsold) are owner occupied as principle residence or second homes rather than tenant occupied or vacant.	Yes
6	Total number of phases in this project.	Three (3)
7	Sales are now occurring in this phase number	Three No sales - all phases completed
8	Total number of units sold and closed in this phase.	Not Applicable
9	Total number of units in this phase.	Not Applicable
10	Total number of units sold but not closed in this phase.	Not Applicable
11	Total number of rental units.	None
12	Total number of rental units owned by the developer.	None
13	This project maintains a rental desk and/or offers occupancy and cleaning services similar to a hotel.	No
14	The project contains weekly or daily rentals.	No
15	Unit owners of a second home or investments in project have been in control of the operating budget for at least two years.	Not Applicable
16	This project contains non-residential units.	No
17	This project is subject to additional phasing or annexation.	No
18	All units in this condominium project are detached units.	No
19	This project contains spaces devoted to commercial use.	No
20	This project is subject to a master/umbrella association.	No
21	This project includes a conversion of existing buildings.	No
22	This project is subject to "Inclusionary Zoning" which restricts the future sales of any or all of the units.	No
23	This project is a timeshare project.	No
24	This project allows for duplex, tri-plex or four-plex ownership.	No
25	This project has a legal but non-conforming use of land.	No
26	The legal documents of the owners association do not contain a right of first refusal or restrictive covenant.	Yes

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	STATEMENT	RESPONSE
27	Legal action is pending against the association or its directors.	No
28	The unit is part of a condominium regime that provides for common and undivided ownership of common areas by unit owners.	Yes
29	There are adverse environmental factors affecting the project as a whole or individual units.	No
30	No single entity owns more than ten percent (10%) of the total units in the project.	Yes
31	The units in this project are fee simple, not leasehold estates.	Yes
32	Association payments are due each month. If no, frequency of payments is listed.	Yes
33	All units are assessed equally.	Yes
34	Maintains separate accounts for operating expense and reserves.	Yes
35	Special/additional assessments in the past three years. If yes, average amounts are listed.	
36	Special/additional assessments are under discussion.	No
37	The owners association has a reserve plan.	Yes
38	The owners association has a reserve fund account separate from the general operating account.	Yes
39	The reserve fund is adequate to prevent deferred maintenance.	Unknown
40	Current balances in the operating & reserves accounts	Available by request
41	Number of units currently more than sixty days delinquent in association assessments.	1
42	Percentage of total units encumbered by FHA insured mortgages.	Unknown
43	A professional management company manages the project.	Yes
44	The management agent is related to the developer.	No
45	The buildings (excluding contents & betterments) are insured by the Association.	Yes
46	Insurance information can be obtained from the following agent: XYZ Insurance Company ABC Agency 000-000-0000 Website: unknown	

Information Provided By:	No Name	Title	Community Association Manager
Signature:			
Information Last Updated	May 29, 2015		

This information is provided to you as a special service. **A fee of \$45.00 is now due. Please make your check payable to Herriman & Associates, Inc. and mail it to the address listed below.** If you require your own special or specific form, a fee of \$95.00, paid in advance, will be required.

Prepared By	Herriman & Associates, Inc.	Today's Date	December 29, 2015		
Address	41486 Wilcox Road, Plymouth, MI 48170-3104				
Telephone	734-459-5440	Fax	734-459-0690	E-mail	info@herriman.net

Copy to Association File