

Condominium Project Questionnaire Addendum

**This Addendum is applicable to both condominium and cooperative projects.
It must be completed by an authorized representative of the Homeowners' Association
(HOA) /Cooperative Corporation.**

Project Name:	
Project Address:	

Building Safety, Soundness, Structural Integrity, and Habitability

1	When was the last building inspection by a licensed architect, licensed engineer, or any other building inspector?	Date:	
2	Did the last inspection have any findings related to the safety, soundness, structural integrity, or habitability of the project's building(s)?	Yes	No
	2a. If Yes, have recommended repairs/replacements been completed?	Yes	No
	2b. What repairs/replacements have not been completed?		
	2c. When will the repairs/replacements be completed?		
Provide a copy of the inspection and HOA or cooperative board meeting minutes to document findings and action plan.			
3	Is the HOA/Cooperative Corporation aware of any deficiencies related to the safety, soundness, structural integrity, or habitability of the project's building(s)?	Yes	No
	3a. If Yes, what are the deficiencies?		
	3b. Of these deficiencies, what repairs/replacements remain to be completed?		
	3c. Of these deficiencies, when will the repairs/replacements be completed?		
4	Are there any outstanding violations of jurisdictional requirements (zoning ordinances, codes, etc.) related to the safety, soundness, structural integrity, or habitability of the project's building(s)?	Yes	No
	If Yes, provide notice from the applicable jurisdictional entity.		
5	Is it anticipated the project will, in the future, have such violation(s)?	Yes	No
	If Yes, provide details of the applicable jurisdiction's requirement and the project's plan to remediate the violation.		
6	Does the project have a funding plan for its deferred maintenance components/items to be repaired or replaced?	Yes	No
7	Does the project have a schedule for the deferred maintenance components/items to be repaired or replaced?	Yes	No
	If Yes, provide the schedule.		
8	Has the HOA/Cooperative Corporation had a reserve study completed on the project within the past 3 years?	Yes	No
9	What is the total of the current reserve account balance(s)?	\$	
10	Are there any current special assessments unit owners/cooperative shareholders are obligated to pay? If Yes:	Yes	No
	10a. What is the total amount of the special assessments?	\$	
	10b. What are the terms of the special assessments?		
	10c. What is the purpose of the special assessments?		
11	Are there any planned special assessments that unit owners/cooperative shareholders will be obligated to pay? If Yes:	Yes	No

	11a. What will be the total amount of the special assessments?	\$	
	11b. What will be the terms of the special assessments?		
	11c. What will be the purpose of the special assessments?		
12	Has the HOA obtained any loans to finance improvements or deferred maintenance?	Yes	No
	12a. Amount borrowed?	\$	
	12b. Terms of repayment?		

Additional Comments:

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Name of Preparer:	
Title of Preparer:	
Preparer's Phone:	
Preparer's Email:	
Preparer's Company Name:	
Preparer's Company Address:	
Date Completed:	