



CONDO / PUD CERTIFICATION LETTER

To: _____ Borrower: _____
 _____ Project : _____
 _____ Phase #: _____
 _____ Address: _____

PMC BanCorp is considering extending mortgage financing secured by a unit in the Project identified above. In order for us to extend financing, our investors require that we obtain information about the Project. Any officer of the Homeowner's Association, the managing agent, or the attorney for the Association may respond. This form must be completed in full in order for the Project to be considered for approval.

1. A. Type of project? () Condominium () PUD
 B. Project has been in existence since: _____
 C. Date of conversion from existing building to Condominium, if applicable : _____
2. Is ALL construction and / or rehabilitation at the Project complete? () YES () NO
 This includes all units, pools, clubhouse, tennis courts and other amenities.
3. Is there more than one Association for the Project?
 (such as a master or umbrella association) () YES () NO
4. What is the monthly unit assessment fee? \$ _____
5. How many units are one month or more delinquent in their Association fee?
6. Are there any special assessments now planned or have there been any in the past year? () YES () NO
 If yes, please explain: _____
7. How many units are included in the Project? _____
 How many units are sold but have not yet closed escrow: _____
 How many units are sold and have closed escrow: _____
8. Have the unit owners taken control of the Associations? () YES () NO
 If so, what was the date? _____
 If not, what date is anticipated? _____
 Do the unit owners control all related Associations? () YES () NO
9. A. Is the Project subject to additional phasing or annexation not yet completed? () YES () NO
 B. Is the unit part of a condominium regime that provides for common and undivided ownership of common areas by unit owners? () YES () NO
 C. Are there any adverse environmental factors affecting the Project as whole or individual units? () YES () NO
10. How many units are occupied by: Owners as primary residences? _____
 Owners as their Second Home? _____
 Tenants? _____
11. Does the Association / Project allow for daily or weekly rentals? () YES () NO
12. Does any single entity (individual, partnership, or corporation) own more than 10% of the units in the entire Project? () YES () NO
13. Are all units owned FEE SIMPLE not on leased land? () YES () NO

14. Is the Project professionally managed? () YES () NO

What is the term of the management contract? _____

Does the management contract provide for either the payments of a termination penalty or more than 90 days notice for termination? () YES () NO

15. Does the Association own all amenities and recreational facilities debt and lien free? () YES () NO

16. Is the Association involve in any type of litigation? () YES () NO

If yes, please explain and attach documentation: _____

17. What is the dollar amount of insurance coverage carried by the Association for the following types of coverage?

Flood & Other Insurance \$ _____

Hazard \$ _____

Public Liability \$ _____ / Occurrence

Director / Officer \$ Total \$ _____

Fidelity Bonds/Employee Dishonesty \$ _____ On who? () Assoc () Mgmt

18. Does Hazard coverage equal 100% of the current replacement cost of the insurable improvements? () YES () NO

*** Please provide copies of declation pages for all applicable policies ***

19. A. Are there separate accounts for working capital and reserves with monthly statements on each account going directly to the Association? () YES () NO

B. The management company maintains separate records and bank accounts for the Association and does not have the authority to draw or transfer funds from the reserves amount? () YES () NO

C. The Association has a reserve plan and a reserve fund separate from the operating account that is adequate to prevent deferred maintenance. The amount of the fund is: \$ _____ as of _____

D. Two or more board members of the association must sign any checks on the reserve account? () YES () NO

20. Do the condominium legal documents stipulate that a lender acquiring a property through foreclosure or deed-in-lieu will not be liable for more than 6 months unpaid association dues? () YES () NO

21. Is more than 20% of the total square footage of the Project used for Commercial purposes? () YES () NO

The information provided is accurate to the best of my knowledge as of: _____ (date), it is provided on behalf of the Homeowner's Association noted below.

Signature

Date

Print Name and Title

Name of Homeowner's Association

Telephone / Email

- Have you included copies of () Current budget and balance sheet? () Insurance, Policies, Master, and Fidelity Bond? () Explanation(s) as applicable?