

DEVELOPER/BUILDER QUESTIONNAIRE

Project Name: _____
 Legal Address: _____

Developer Company Name: _____ President/Owner: _____
 Address: _____ Phone: _____
 Website: _____ Email: _____

Builder Name: _____ President/Owner: _____
 Address: _____ Phone: _____
 Website: _____ Email: _____

Broker/Marketing Co. Name: _____ Sales Manager: _____

1. Is the marketing firm affiliated with the developer/builder? *If yes, describe the relationship:* Yes No
2. Are sales or financing concessions offered as part of the marketing of units? *If yes, what concessions are being offered? Please provide sales and marketing plan.* Yes No

BUILDER/DEVELOPER CONSTRUCTION EXPERIENCE

3. Number of condo projects: _____
4. Number of units: _____
5. Unit types: _____
6. Does the developer have previous experience with conversion projects? Yes No
7. Number of units currently being rented by Builder/Developer: _____
8. Number of units currently being renovated/converted into condominiums: _____
9. What is the anticipated completion date of the units being renovated/converted? _____

PROJECTS COMPLETED

Project Name	Location	# of Units	Year Completed

BUILDER/DEVELOPER PRE-SALE CERTIFICATION

Status	Subject Phase	Completed Phases	Future Phases	TOTAL Project
Number of units closed to borrower other than Builder/Developer				
Number of units under contract/signed Purchase Agreement				
Number of units under construction				
Number of units available for sale				
Number of units owned or intended as owner occupied				
Number of units owned or intended as rental units				
Number of units currently rented by Builder/Developer				
Total number of units				

10. Does the builder/developer plan to retain ownership of any units, common elements, or other Project facilities other than during initial marketing period? *If yes, please provide an explanation of what is being retained and the reason:* Yes No
11. Are there any mechanic's liens, complaints, or litigation filed against the property? *If yes, please provide an explanation and any supporting documentation:* Yes No

DEVELOPER/BUILDER REQUIRED DOCUMENTATION

- Current reserve study (within three years), or equivalent, evidencing current condition of the Project elements, what work is needed, remaining life, and estimate of cost to replace.
- FNMA Form 1081 Final Certification of Substantial Project Completion or Project Occupancy Certification.
- Rent roll/absorption.
- Schedule of outstanding loans.
- Letter from construction lender stating financing is in good standing or statement from Builder/Developer indicating no financing exists.
- Evidence of available fund to complete the Project, e.g., certificate, letter of credit, or verification of liquid assets.
- Project Marketing Analysis: Sales and Marketing Plan.
- Project status letter detailing what is being completed/improved, cost estimate, and estimated date of completion.

CERTIFICATION

Builder/Developer has completed the information above, including the occupancy grid (or has attached a list documenting same in excel format), and attests to its accuracy.

Builder/Developer Name (please print) _____ Title _____
 Builder/Developer Signature _____ Date _____

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.