

Form HUD-9991, FHA Condominium Loan Level / Single-Unit Approval Questionnaire Instructions

General	
Form HUD-9991, FHA Condominium Loan Level/Single-Unit Approval Questionnaire	<ul style="list-style-type: none"> The Mortgagee must complete form HUD-9991. The Mortgagee must complete the questionnaire with information obtained within the last 90 days from verifiable sources, including a Condominium Association, public records, independent third parties, or other data sources. Sections 1 – 3 must be completed for both Loan Level (Units in an Approved Condominium Project) and Single-Unit Approval (Units in a Condominium Project that has not been approved). Section 4 must be completed only for Single-Unit Approval or for Units located in a Condominium Project that has not been approved. Form HUD-9991 is required documentation and must be included in the case binder along with all other required documentation as outlined in HUD Handbook 4000.1, <i>FHA Single Family Housing Policy Handbook</i> (Handbook 4000.1). Completion of this form is not required for the case number assignment process.
FHA Case Number	<ul style="list-style-type: none"> Must provide FHA Case Number.
Lender Loan Number	<ul style="list-style-type: none"> Must provide the Loan Number assigned by the lender.

Section 1: Mortgagee Information

1.a.	<ul style="list-style-type: none"> Must complete all fields in this section. FHA Lender ID Number is the 10-digit Lender ID number. Do not enter the 5-digit number.
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Section 2: Condominium Project Information

2.a.	<ul style="list-style-type: none"> Must complete all fields in this section including the FHA Condo ID Number, if one exists. Check appropriate box for Loan Level or Single-Unit Approval. The Legal Name of the Project is the name that appears in the legal documents and is recorded in local and/or state public records for the Condominium Project. Number of Phases refers to the total planned Legal Phases and Complete Legal Phases in the Condominium Project. The Number of Completed Phases refers to Legal Phases in which all Units are built-out Units, and all Units have a Certificate of Occupancy (CO), or equivalent. <p>Refer to Handbook 4000.1, sections II.A.8.p.ii. – II.A.8.p.iii., for Legal Phase requirements.</p>
2.b.	<ul style="list-style-type: none"> Must complete all fields in this section including the Association Tax ID Number, if one exists. If a Tax ID number is not available, the field can be marked as N/A.

Section 3: Condominium Project Eligibility

Must be completed to verify both Loan Level and Single-Unit Approval requirements.

Section 3.a. Occupancy Requirements by Construction Type

3.a.1.	<ul style="list-style-type: none"> This provides the requirements to identify owner-occupied Units.
3.a.2.	<ul style="list-style-type: none"> Check the box next to the appropriate construction type (Existing Construction, Complete Legal Phase, or New Construction Complete Project). <p>Refer to Handbook 4000.1, sections II.A.8.p.ii. - II.A.8.p.iii., for the eligible Condominium Project classifications.</p>
3.a.3.	<ul style="list-style-type: none"> Enter the total number of Units in the Condominium Project. Enter the total number of owner-occupied Units. Enter the total number of non-owner-occupied Units.

Section 3: Condominium Project Eligibility

Must be completed to verify both Loan Level and Single-Unit Approval requirements.

Section 3.a. Occupancy Requirements by Construction Type

Refer to Handbook 4000.1, section II.A.8.p.ii., for Loan Level Owner Occupancy Percentage requirements and section II.A.8.p.iii. for Single-Unit Approval for the Owner Occupancy Percentage requirements.

Section 3.b. Individual Owner Concentration

Refer to Handbook 4000.1, sections II.A.8.p.ii. - II.A.8.p.iii., for the Individual Owner Concentration requirements.

3.b.1. – 3.b.2.	<ul style="list-style-type: none"> Check “Yes” or “No” to confirm if any single owner owns more than one Unit. If “Yes,” complete 3.b.2. Must use the total number of declared Units in the Condominium Project for Complete Condominium Projects and Gut Rehab to calculate the Individual Owner Concentration. Check “Yes” or “No” to confirm if the Individual Owner Concentration complies with FHA requirements.
3.b.3.	<ul style="list-style-type: none"> If the answer to 3.b.1. is “Yes,” enter the full name, check box if they are a developer/builder, and enter the number of Units owned for the individual or entity that owns more than one Unit. If additional space is needed, please include as an attachment.

Section 3.c. Property Information

3.c.1.	<ul style="list-style-type: none"> Check “Yes” or “No” to confirm if the Condominium Project is subject to Leasehold Interest. <p>Refer to Handbook 4000.1, sections II.A.8.p.ii. - II.A.8.p.iii., for the Leasehold Interest requirements.</p>
3.c.2.	<ul style="list-style-type: none"> Check “Yes” or “No” to confirm if the Condominium Project is a Gut Rehab conversion project. <p>Refer to Handbook 4000.1, sections II.A.8.p.ii. - II.A.8.p.iii., for the Gut Rehabilitation requirements.</p>
3.c.3.	<ul style="list-style-type: none"> Check “Yes” or “No” to confirm whether the Condominium Project is a New Construction project, including Proposed Construction, Under Construction, or Existing Construction Less than One Year. <p>Refer to Handbook 4000.1, sections II.A.8.p.ii. - II.A.8.p.iii., for the New Construction requirements.</p>
3.c.4.	<ul style="list-style-type: none"> Check “Yes” or “No” to confirm if the Condominium Project is a Manufactured Home Condominium Project. <p>Refer to Handbook 4000.1, sections II.A.8.p.ii. - II.A.8.p.iii., for the Manufactured Home Condominium Project requirements.</p>

Section 3.d. Units in Arrears

Refer to Handbook 4000.1, sections II.A.8.p.ii. - II.A.8.p.iii., for the Units in Arrears requirements.

3.d.1.	<ul style="list-style-type: none"> Enter the number of Units that are more than 60 Days past due on their Condominium Association dues and special assessment payments (excluding late fees or other administrative expenses). If there are no Units 60 Days or more past due, enter a zero in the # of Units field.
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Section 3.e. Insurance Requirements

Refer to Handbook 4000.1, sections II.A.8.p.ii. - II.A.8.p.iii., for Walls-In Insurance requirements.

3.e.	<ul style="list-style-type: none"> Check “Yes” or “No” to confirm the Condominium Association has a master or blanket insurance policy that includes interior Unit coverage and will cover the replacement of interior improvements the Borrower may have made to the Unit. If “No,” the Borrower must obtain a Walls-In policy (HO-6). Attach a copy of the respective certificate of insurance or a complete copy of the insurance policy.
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Section 4: Single-Unit Approval

This section is for approval of a Unit located in a Condominium Project that is **not** FHA-approved. If this criterion is not met, do not complete Section 4: Single-Unit Approval.

Section 4.a. Recorded Documents and Transfer of Control

4.a.1.	<ul style="list-style-type: none"> • Check “Yes” or “No” to confirm if the governing documents have been recorded. • If “No,” attach supporting documentation. <p>Refer to Handbook 4000.1, section II.A.8.p.iii., for the Recorded Documents requirements.</p>
4.a.2.	<ul style="list-style-type: none"> • Check “Yes” or “No” to confirm whether the Condominium Project allows Live/Work arrangements that comply with FHA requirements. <p>Refer to Handbook 4000.1, section II.A.8.p.iii., for the Live/Work Unit requirements.</p>
4.a.3.	<ul style="list-style-type: none"> • Check “Yes” or “No” to confirm if Control of the Condominium Association has been transferred from the developer/builder to the Unit owners. <p>Refer to Handbook 4000.1, section II.A.8.p.iii., for the Transfer of Control requirements.</p>

Section 4.b. Financial Condition

4.b.1.	<ul style="list-style-type: none"> • Check “Yes” or “No” to confirm if the Condominium Association has a reserve fund account for capital expenditures and deferred maintenance. <p>Refer to Handbook 4000.1, section II.A.8.p.iii., for the Financial Stability requirements.</p>
4.b.2.	<ul style="list-style-type: none"> • Check “Yes” or “No” to confirm the Condominium Association maintains separate accounts for operating and reserve funds. <p>Refer to Handbook 4000.1, section II.A.8.p.iii., for the Financial Stability requirements.</p>
4.b.3.	<ul style="list-style-type: none"> • Check “Yes” or “No” to confirm if the Residential and Commercial/Non-Residential Spaces of the Condominium Project are independently sustainable. • Check the box if not applicable. <p>Refer to Handbook 4000.1, section II.A.8.p.iii., for the Project with Commercial/Non-Residential Space requirements.</p>
4.b.4.	<ul style="list-style-type: none"> • Check “Yes” or “No” to disclose if the project has experienced one or more of the following Financial Distress Events within the last 36 months: <ul style="list-style-type: none"> ○ sought protection under bankruptcy laws; ○ been placed into receivership (mandated or voluntary); ○ been subject to foreclosure or any seizure of assets by creditors; or ○ offered a Deed-in-Lieu (DIL) of Foreclosure. • If “Yes,” refer to Handbook 4000.1, section II.A.8.p.iii., for additional information regarding Financial Distress Event requirements.
4.b.5.a. – 4.b.5.c.	<ul style="list-style-type: none"> • Enter the total dollar amount of dues collected from all Unit owners combined (Annual Condominium Association Dues). • Enter the total amount of Special Assessments collected from all Unit owners combined. • Enter the Reserve Account Balance (balance amount should be based on data collected within the last 90 Days). <p>Refer to Handbook 4000.1, section II.A.8.p.iii. for all projects for reserve study requirements.</p>

Section 4.c. Commercial/Non-Residential Space

Refer to Handbook 4000.1, section II.A.8.p.iii., for the Commercial/Non-Residential Space requirements.

Check the N/A box if not applicable.

4.c.1. – 4.c.3.	<ul style="list-style-type: none"> Enter the total square footage for the Condominium Project, Commercial/Non-Residential Space, and Residential Space, respectively.
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Section 4.d. Additional Insurance Requirements for Single-Unit Approval

Refer to Handbook 4000.1, section II.A.8.p.iii., for the Liability, Fidelity, Hazard, and Flood Insurance requirements.

4.d.1. – 4.d.3.	<ul style="list-style-type: none"> Check “Yes” or “No” to confirm if the Condominium Association has obtained Liability, Fidelity, and Hazard Insurance. Attach a copy of the respective certificate of insurance or a complete copy of the insurance policy.
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4.d.4.	<ul style="list-style-type: none"> Check “Yes” or “No” to confirm if Units or Common Elements are located in a Special Flood Hazard Area (SFHA). If “Yes,” select which National Flood Insurance Program (NFIP) coverage is applicable (you must select at least one): <ul style="list-style-type: none"> 100% replacement cost; Maximum coverage per Condominium Unit available under the National Flood Insurance Program (NFIP); or Some other amount (enter amount here). If “Yes,” provide the NFIP Certificate of Insurance indicating the acceptable coverage.
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Section 4.e. Litigation

4.e.1.	<ul style="list-style-type: none"> Check “Yes” or “No” to disclose if the Condominium Project is subject to pending Litigation or any other Litigation risk. If “Yes,” refer to Handbook 4000.1, section II.A.8.p.iii., for Mortgagee verification requirements regarding Litigation.
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Mortgagee’s Certification

Mortgagee	<ul style="list-style-type: none"> Print mortgagee contact name, title and company (person who completed the form). Sign and date form. <p>This certification represents that:</p> <ul style="list-style-type: none"> the Mortgagee provided information that was collected within the last 90 Days from signature date of this form; this form accurately represents information obtained from a Condominium Association, public records, or independent third parties and that the information is true and correct to the best of their knowledge; the Mortgagee has submitted all required documentation; and submission of form HUD-9991 does not constitute Loan Level and/or Single-Unit Approval and it is the Mortgagee’s responsibility to ensure that the information provided on this form is reviewed to determine if it meets FHA requirements.
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