

FHA Single-Unit Approval Required Documentation List

Notice: This list includes the minimum required documentation for Condominium Units (Unit) in Condominium Projects not approved by FHA, but the Condominium Project and/or Unit may be subject to additional requirements and required documentation. Refer to HUD Handbook 4000.1, *FHA Single Family Housing Policy Handbook* (Handbook 4000.1), section II.A.8.p.iii Single-Unit Approval to determine all requirements that apply. The Mortgagee must review and analyze the required documentation to confirm compliance with FHA requirements.

Form HUD-9991, *FHA Condominium Loan Level/Single-Unit Approval Questionnaire* (HUD-9991)

- ☐ HUD-9991 fully completed, signed, and dated
- ☐ HUD-9991 collects Condominium Project and Unit information for FHA insurance endorsement, including information about the Mortgagee, Condominium Association, FHA Insurance Concentration, Owner Occupancy Percentage, Individual Owner Concentration, Units in Arrears, reserve account balance, operating and reserve funds, Commercial/Non-Residential Space, Annual Condominium Association Dues, and Special Assessments

Leasehold Interest, if applicable

- ☐ Leasehold requirements apply. Document verifying compliance with FHA requirements and required documentation for leasehold guidance must be submitted.

Legal Documents

- ☐ Evidence the legal and project documents have been recorded in accordance with state and local law
- ☐ Recorded Covenants, Conditions, and Restrictions (CC&R)

Financial Condition – Financial Distress Event, if applicable

- ☐ Dated legal document evidencing Resolution of Financial Distress Event and a signed and dated explanation

Commercial/Nonresidential Financial Independence, if applicable

- ☐ Current year budget approved by the board(s)
- ☐ Year-to-date income and expense statement dated within 90 Days if the prior year-to-date actuals are more than 90 Days old
- ☐ Income and expense statement for the previous year's actual year-end results
- ☐ Current balance sheet dated within 90 Days prior to the date of submission

Commercial/Nonresidential Space, if applicable

- ☐ Recorded condominium site plans
- ☐ Recorded CC&Rs

Insurance Requirements (certificate of insurance or complete copy of the insurance policy)

- ☐ Walls-In (HO-6)
- ☐ Hazard Insurance: master or blanket Hazard Insurance, and, if applicable, acceptable evidence of the replacement cost value
- ☐ Liability Insurance
- ☐ Fidelity Insurance
- ☐ Exception for insurance, evidence of the insurance from Unit owners and Condominium Association

Flood Insurance and Related Documentation

- ☐ Federal Emergency Management Agency (FEMA) flood map with the Condominium Project location clearly marked
- ☐ If applicable, Letter of Map Amendment (LOMA), Letter of Map Revision (LOMR) or
- ☐ FEMA National Flood Insurance Program (NFIP) Elevation Certificate (FEMA Form FF-206-FY-22-152) and
- ☐ If applicable, certificate of insurance or complete copy of the Flood Insurance policy

Special Flood Hazard Areas (SFHA)

- ☐ If applicable, final LOMA
- ☐ If applicable, final LOMR from FEMA that removes the Property from the SFHA or
- ☐ If applicable, FEMA NFIP Elevation Certificate (FEMA Form FF-206-FY-22-152086-0-33) and Flood Insurance

Litigation, if applicable

- ☐ Signed and dated explanation