

SAMPLE FORMAT CONDOMINIUM WORKSHEET

Project Name and Address Condo File Number _____
Previously Insured Case No. _____
VA, FNMA, FHLMC Approved (Circle)

1. Project Description

A. Type: Elevator Yr. Built _____
Walk-up No. of Bldgs. _____
Row (T.H.) No. of Stories _____
Detached Total No. Units _____
Semi-detached

B. Unit Composition:

No. Units	Unit Type	No. BR/ Bath	Living Area	Assoc. Fee Range	No. Units Unsold	No. Units Sold	No. Rent	Price Range
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

C. Parking: Total spaces:

Open spaces _____ @ \$_____ P/Mo.
Covered spaces _____ @ \$_____ P/Mo.
Ratio of spaces per unit _____

D. Commercial: _____

E. List any common elements, recreation facilities, etc.

Condition Acceptable Unacceptable

Pool
Laundry Facilities
Parking
Tennis Courts
Other

F. Services included in Association Fees:

	Gas	Elec.	Oil	Other
Heat				
Cooking				
Hot Water				
A/C				
Water		Trash		Bus Service
Grds. Maint.		Security		Other

G. Special Assessments?

H. Are any common elements, recreation facilities, or parking leased?
Explain terms.

2. Project Rating

Acceptable	Unacceptable
	Location
	General Appearance
	Density (Units per Acre)
	Unit Mix
	Quality of Construction (Material & Finish)
	Condition of Exterior (Incl. Roofing)
	Condition of Interior
	Amenities and Recreational Facilities
	Appeal to Market
	Adequacy of Mechanical Equipment
	Plumbing
	Heating
	Electrical
	Environmental Conditions
	Alarm System (in High Rises)
	Water Pressure System(" ")

Comments:

3. Site Information

	Public	Other (Describe)	OFF SITE IMPROVEMENTS	
Elec.	_____		Street Access:	Public Private
Gas	_____		Surface	_____
Water	_____		Maintenance:	Public Private
San.Sewer	_____		Storm Sewer	Curb/Gutter
	Underground Elect. &		Sidewalk	Street Lights
	Tel.			

