



## Condominium Review Request

### Full Review

**Status Requests:** Send Email to [ResMtg\\_Condo@centerstatebank.com](mailto:ResMtg_Condo@centerstatebank.com)  
**Submissions:** Email this form to [ResMtg\\_Condo@centerstatebank.com](mailto:ResMtg_Condo@centerstatebank.com)  
**To:** [ResMtg\\_Condo@centerstatebank.com](mailto:ResMtg_Condo@centerstatebank.com)  
**Subject:** Loan#, Borrower Name

CLIENT CONTACT INFORMATION			
LOAN OFFICER	EMAIL	PH	
PROCESSOR	EMAIL	PH	
LOAN/PROJECT INFORMATION			
LOAN NUMBER			
BORROWER NAME			
PROJECT NAME			
ADDRESS	CITY	STATE	ZIP
ELIGIBILITY CHARACTERISTICS			
PURCHASE OR REFINANCE	OCCUPANCY	EST CLOSE	
ATTACHED OR DETACHED	PRODUCT: DU/LP/JUMBO	LOCK EXP	

### FULL WARRANTY REVIEW

- ✓ **Attached Projects with > 4 total Units that also match one or more of the following:**
  - **New Projects** (Projects in Florida: PERS only)
  - **Primary Res. Transactions with LTV/TLTV > 90%** (Projects in Florida, LTV/TLTV > 75%)
  - **NOO & Second Homes Transactions with LTV/TLTV > 75%** (Projects in Florida, LTV/TLTV > 70%)
  - **Projects requiring an exception**

REQUIRED DOCUMENTATION	AS APPLICABLE:
<ul style="list-style-type: none"> <li>▪ Full Questionnaire *</li> <li>▪ DU / LP * (Appraised Value must be correct)</li> <li>▪ Appraisal 1073 (DU/PIW or LPA/ACE are OK)*</li> <li>▪ Flood Certificate*</li> <li>▪ Preliminary Title Report*</li> <li>▪ Purchase Contract [As applicable]</li> <li>▪ Budget [projects &gt; 4 units]</li> <li>▪ Master Insurance               <ul style="list-style-type: none"> <li>- Liability (\$1 mill.) &amp; Property Coverage</li> <li>- Fidelity [Projects &gt; 20 unit]</li> <li>- Flood [If Zone A or V]</li> </ul> </li> <li>▪ H06 [Coverage = Adequate per insurer or 20%]*</li> <li>▪ <b>Articles of Incorporation (New Construction Only)</b></li> <li>▪ <b>Declaration of Condo (New Construction Only)</b></li> <li>▪ <b>Bylaws (New Construction Only)</b></li> <li>▪ <b>Occupancy Cert (New Construction Only)**</b></li> </ul> <p><small>*Non-Agency Questionnaire Forms are accepted. Information not contained in may be supplemented</small></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>EXCEPTION REQUEST</b> <ul style="list-style-type: none"> <li>- <b>Exceptions requested:</b></li> <li>_____</li> <li>_____</li> </ul> </li> <li><input type="checkbox"/> <b>NEW PROJECTS:</b> <ul style="list-style-type: none"> <li>- 1004D (Subject Unit incomplete)</li> <li>- Occupancy Cert. or 1081</li> <li>- Recorded CCR, declarations &amp; Amendments</li> <li>- Recorded Articles of Inc.</li> <li>- Recorded By Laws</li> </ul> </li> <li><input type="checkbox"/> <b>NON-GUT - CONVERSIONS</b> <ul style="list-style-type: none"> <li>- Engineer's Report –As Applicable</li> <li>- Not Required for Full Gut Conversions</li> </ul> </li> <li><input type="checkbox"/> <b>LITIGATION</b> <ul style="list-style-type: none"> <li>- Legal Filing &amp; insurance engagement letter from HOA"</li> </ul> </li> </ul>

### INSURANCE

**MASTER INSURANCE CERTIFICATES REQUIREMENTS:**

**Must Contain:**

- Name of the HOA and total # of units in project, Coverage for all buildings and the deductible
- Loan Number & Borrower Name(s), and Address or subject with Unit #
- Mortgagee Clause

**As Applicable:**

- If, Master Insurance does not include Walls-In Coverage **"With Betterments & Improvements"**
  - HO6 Policy Required: Coverage: Lesser of 20% of AV or the HO6 Insurer's Est. of Adequate Coverage
- If, Co-Insurance, provide one of the following [Dated within the past 3 years]
  - Insurance Company's Valuation Tool indicating Adequate Coverage or
  - Project Appraisal, or Marshal Swift Evaluation
- If, FEMA Flood Zone A or V: Flood Policies must be reviewed by CSB Flood Review

**Special Endorsements:** The requirements for endorsements for Condo, co-op and PUD projects are as follows:

- Building Ordinance or Law Endorsement. The endorsement is not applicable or the coverage is not obtainable in the insurance market available to the association; and
- Boiler and Machinery/Equipment Breakdown Endorsement, if the project has central heating or cooling. Per accident to at least equal the lesser of 2 million or the insurable value of the building(s) housing the boiler or machinery.

**Notes:**

**Subject Address must match USPS on all documents:** Appraisal, Condo Questionnaire, Insurance, Flood, DU/ LP

**\*Condo Questionnaire:** Non-Freddie/Fannie Forms are acceptable

**\*\*As applicable**