

All Reverse Mortgage Company - Condo Approval Checklist
Ph (888) 801-2762 www.allrmc.com

FHA CONDO SUBMISSION CHECKLIST

Documents for FHA Condo Approvals including Proposed / Under Construction, Existing, & Conversions

FOR ALL CONDOMINIUMS

1. All Condominium Legal Documents;
2. Recorded Plat Map indicating Legal Description;
3. Recorded Covenants, Conditions and Restrictions AKA CC&Rs, Declarations, Master Deed;
4. Signed and adopted Bylaws;
5. Articles of Incorporation filed with the State;
6. Recorded Condominium Site Plans;
7. Plan or Evidence of Transfer of Control (Must be after 75% of the units are conveyed);
8. Proposed or Actual Budget (Must include at least 10% for replacement reserves);
9. Management Agreement, if applicable;
10. FEMA Flood Map

ADDITIONAL ITEMS FOR PROPOSED/UC, EXISTING OR CONVERSIONS AS NOTED

1. Affirmative Fair Housing Marketing Plan HUD Form 935.2c. Complete #1(a) (b) (d)-(j) & # 8 with original signature & Page 3 Questions 1&2. or Voluntary Affirmative Marketing Agreement (VAMA) (Proposed/UC or Conversions);
2. Equal Employment Opportunity Certificate, Form 92010(Proposed/UC);
3. Builder's Certification of Plans, Specifications and Site, Form 92541 (Proposed/UC or Conversions only);
4. Estimated Construction Completion Date (Proposed/UC or Conversions only);
5. Outstanding or Pending Litigation Analysis (Existing or Conversions only);
6. Pending Special Assessment Analysis (Existing only);
7. Developer/Builder Cert to Condo Requirements, Attachment E (Proposed/UC or Conversions only);
8. Presale Spreadsheet & Developer/Builder Presales Cert, Attachment F (Proposed/UC or Conversions only).