



Standard Condominium Form
 Created by Parkview Hills Management Company
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Date PVHM is Providing This Info: _____

(PVHM will complete this form for you, although we ask you to provide some information and clarify what documents are needed by completing the yellow highlighted section to the best of your ability):

Requestor Information

Name of Person Requesting this information: _____

Requestor's Organization: _____ Phone: _____

Email: _____ Mobile: _____

Your Role: Lender Buyer Insurer Title Company _____

Reason for request: Proposed Sale Legal Dispute Other _____

Subject Property:

Subject Condominium or HOA Name: _____

Subject Property commonly known as (street address) _____

The Unit being purchased is described as Unit # _____ along with garage/carport # _____ and/or parking space # _____, and located in (city) _____, (state) _____, (zip) _____

Attachments and Documents Requested (Check any that you want PVHM to provide):

- A copy of all recorded documents in our possession, including the Condominium Bylaws and any amendments, sub-division plan, and original developer's disclosure statement, if/as available
- Any documents relating to a Master Association (collectively the "Condominium Documents).
- A copy of any unrecorded Rules and Regulations relating to the Condominium (such as policy books or handbooks as appropriate).
- A copy of the current operating budget and financial statement for the Condominium Association.
- Other _____

General Details:

The amount of the assessments is \$ _____, paid Monthly Quarterly Bi-annually Annually

Are there any special assessments? Yes No Balance of special assessments (if any) \$ _____

Special assessments explanation (if any): _____

Are there any delinquent assessments for this unit? No Yes \$ _____ Type: _____

Are there any proposed capital improvements that may necessitate a new or increased assessment?

No Yes - Explain: _____

What services and/or utilities does the assessment cover: (please indicate all that apply)

- Building/exterior maintenance Lawn care Snow removal
- Rubbish/garbage service Wood Destroying Insects Water and sewer charges
- Maintenance of common areas Cable TV Service Heat
- Electric Internet Service Other _____

Does the Association have a Right of First Refusal? NO YES

Is the Association involved in any litigation, either as Plaintiff or Defendant, or are any charges being brought against the Association by any governmental body or agency? NO YES

The identity of and phone number for the management company responsible for the Association's funds:
Parkview Hills Management Company (as indicated at the top of this form).

The name and phone of the insurance company and agent that handles the insurance policy for the association:

What Coverages apply: Hazard: Liability: Fidelity: Flood:

Is there a Buy-in fee? NO YES how much? _____ Other fee? _____

Construction, Development, Restrictions and Rentals

How Many Units are in the Association in Total _____ Leased _____ %Leased _____

Are New Units being developed and/or added to the Association? NO YES

Complete the following information concerning ownership of units: <i>**If there is more than 1 phase, complete the "Subject Legal Phase" column for the Legal Phase in which the subject unit is located.</i>	Entire Project	Subject Legal Phase ** (in which unit located)
Total number of units in subject phase		
Total number of units remaining for sale		
Total number of units sold and closed		
Total number of units under bona-fide sales contracts (not yet closed)		
Total number of units sold and closed or under contract to OWNER-occupants		
Total number of units sold and closed or under contract to SECOND homeowners		
Total number of units sold and closed or under contract to INVESTOR owners		
Total number of units owned by the HOA		

Rentals of Units Permitted? No YES (unrestricted) YES -with Restrictions

Does any one person or entity own more than one unit? NO YES -list how many owned by each:

Do unit owners have sole ownership interest in and the right to use the project amenities and common areas?

Are any units in the project used for Commercial or non-residential purpose? NO YES --If yes, what is the percentage of Commercial Space in the building in comparison to the total square footage (include above and below grade space used for commercial purposes, such as public parking facilities, retail space, apartments, commercial offices, etc.)

Financial:

How many unit owners are 60 or more days delinquent on dues/assessments? _____

In the event a lender acquires a unit due to foreclosure or a deed-in-lieu of foreclosure, is the mortgagee responsible for paying delinquent common expense assessments? _____

If yes – for how long is the mortgagee responsible for paying common expense assessments? _____

Is the HOA involved in any active or pending litigation? NO YES -please explain

Comments or additional explanations you'd care to add:
