



REQUEST FOR FHA CERTIFICATION INFORMATION

Please fill-out this form to receive the requested FHA Certification information and provide payment as outlined below. The information will go out in priority mail 4-8 days after receipt of check. The payment amount helps to offset the costs associated with the staff time needed to research and produce the requested documents and for the related copying costs.

The check is made payable to: Imagineers, LLC

And mailed to: Imagineers, LLC
 635 Farmington Avenue
 Hartford, CT 06105
Attention: Tracy Melendey
Phone: 860-768-3329 Email: tmelendey@imagineersllc.com

Information Requested	Check Here if Requested	Included in the Information is the Following:	Cost	Fill-in Amt.
1.) Preliminary Threshold Information	_____	1.) Current Year's Budget; 2.) Previous Year's Actual Year End (Audit); 3.) Questionnaire; 4.) Owner Occupancy Report; 5.) Tenant Report and; 6.) Delinquency Report	\$125	_____
2.) Balance of Required Information	_____	1.) Cover Letter; 2.) Legal Description; 3.) Plat/Site Map; 4.) Recorded by Laws; 5.) Recorded Declaration; 6.) Articles of Incorporation; 7.) Signed Management Agreement; 8.) FEMA Flood Map (FIRM); 9.) Proof of hazard, Liability and Fidelity Insurance (Association); 10.) Proof of Insurance (Imagineers); 11.) Statement of Pending Litigation and; 12.) Association Tax ID #	\$175	_____
TOTAL AMOUNT				_____

CONDOMINIUM NAME: _____

PROPERTY ADDRESS: _____

SEND INFO TO: _____

CONTACT NAME: _____ **PHONE:** _____

For Internal Use – Do not fill-out

FEE: \$ _____ **PAID** _____
DATE REQUESTED: _____ **DATE MAILED:** _____ **FED X NUMBER:** _____

635 Farmington Avenue - Hartford, Connecticut 06105
249 West Street - Seymour, Connecticut 06483

Preliminary Threshold Information:

What is the basic information needed to conduct a threshold review?

1. **Investor Ownership** - Confirm that no more than 10% of the units are owned by one investor.
2. **Delinquent Home Owners Association (HOA) Dues** – Confirm that no more than 15% of the total units are in arrears (more than 30 days past due) of their condominium association fee payment.
3. **Owner-occupancy Ratios** – Confirm that at least 50% of the units of a project must be owner-occupied or sold to owners who intend to occupy the units.
4. **Budget Review** – Confirm that the budget is adequate: a.) Does the budget include all the allocation/line items to ensure sufficient funds are available to maintain and preserve all amenities and features unique to the condominium project; b.) Does the budget provide for the funding of replacement of reserves for capital expenditures and deferred maintenance in and account representing at least 10% of the budget and; c.) Does the budget provide adequate funding for insurance coverage and deductibles.
5. **Other Standard Criteria:**
 - Does the community consist of more than 2 units?
 - Does the community have adequate insurance coverage?
 - Is right of first refusal not permitted?
 - If the community has commercial space, does it exceed 25%?
 - If the community is still developing, are at least 50% of the units sold?
 - Does the FHA concentration exceed the maximum amount?