

Overview

The March 25, 2022 Condo Project Advisor® release includes the following enhancement to improve your experience:

- Project Occupancy and Leased Amenities category pages now identify both required and optional documents for new Project Waiver Requests (PWRs).

Summary of Updates

We've updated the Project Occupancy and Leased Amenities category pages in Condo Project Advisor to include lists (in collapsible accordions) of required and optional documents. It's now mandatory to upload required documents when submitting new PWRs for these categories.

Required documents for Project Occupancy include:

- Current financials – YTD and prior fiscal year (balance sheet, income statement)
- Current approved budget
- Letter of Explanation from HOA/Condo detailing the project occupancy (including single entity ownership) and vacancy ratio

Optional documents for Project Occupancy include:

- Evidence of deeds
- HOA/Condo bank statement(s)
- HOA/Condo independent auditor's report
- HOA/Condo liens
- HOA/Condo reserve funding analysis and plan
- HOA/Condo reserve study
- HOA/Condo taxes
- Homeowners register
- Housing Finance Agency letter
- Low- or moderate-income rental documentation
- MLS records
- Public records
- State or local law regulation
- Tax documents
- Appraisal



Required documents for Leased Amenities include:

- Current financials – YTD and prior fiscal year (balance sheet, income statement)
- Current approved budget
- Lease agreement

Optional documents for Leased Amenities include:

- Leased amenity insurance binder or policy
- Subject unit's appraisal

