

## FULL LENDER CONDO REVIEW SUBMISSION REQUIREMENTS

For Niche Products, refer to Product Profile. For Conventional Products, to qualify, a project must meet the following criteria:

1. All new construction and new conversion projects located in Florida must be submitted to Fannie Mae for Condominium approval known as PERS. In addition, all new conversion projects that are non gut rehabs also require PERS approval.
2. In order to be considered an Established project (FNMA Type S/FHLMC EST), a project must be complete with no additional phasing, control of the project has turned over to unit owners from Developer and 90% of the units must be conveyed (closed). Fannie Mae will consider a project as established with less than 90% of the units sold to unit purchasers, if Developer has no more than 20% of the total units held back for rentals as long as these units fees are current and there are no special assessments. All other projects would be classified as FNMA Type R/FHLMC New.
3. All units, common elements, and facilities within the project, or legal phase must be 100% complete.
4. The condominium documents must comply with the Legal Guidelines for Type R/New projects. This is determined through a review of the constituent documents.
5. For new projects, at least 50% of units in the project or subject legal phase together with all prior legal phases, must be conveyed or under contract to principal residence or second home buyers.
6. For established condominiums, at least 50% of the total units must have been conveyed to principal residence or second home. However this requirement shall not apply to primary or second home loans.
7. No single entity, other than units owned by developer still for sale, may own more than 10% of the units for Freddie loans or 20% of the units for Fannie Loans. If a project consists of 2-4 units, no one can own more than 1 unit, 5-20 unit projects no more than 2 units. Units that are controlled or owned by a nonprofit entity for the purpose of affordable housing held by higher education institution for workforce housing programs are also excluded for single entity.
8. The fidelity, hazard including confirmation of wind, liability and flood insurance requirements must be met.
9. If the master or blanket insurance policy **does not provide coverage for the interior of the unit**, the borrower will be required to obtain a **"walls in" coverage policy** (commonly known as HO-6 insurance policy).
10. The condominium must be well managed. No more than 15% of the unit owners can be more than 60 days delinquent. The budget must be adequate and provides for funding of replacement reserves for capital expenditure and deferred maintenance in the amount of at least 10% of the budget.
11. No more than 35% of the total square footage of the project can be used for nonresidential purposes.
12. The units in the project must be owned fee simple or if in a leasehold, the lease and any amendments to the lease must be provided.
13. All facilities and amenities related to the project must be owned by the unit owners or the homeowners association and not subject to a lease. No mandatory club membership fees allowed unless amenities are owned exclusively by the HOA or Master Association.

- **COMPLETE AND INCLUDE** this checklist along with your contact information including phone and email address.
- **DEPENDING ON VOLUME AND COMPLEXITY**, this review may take several business days. Further information may be requested as circumstances dictate.
- **TOTAL GUT REHABILITATION CONVERSION** reviews will require a summary list from the Developer of all work done with costs thereof.
- **SUBMIT ALL DOCUMENTATION TO:** [condoreviews@prmg.net](mailto:condoreviews@prmg.net)  
**Or, overnight documentation to: Paramount Residential Mortgage Group, Inc.**  
 1265 Corona Pointe Court, Suite 300  
 Corona, CA 92879  
 Attn: Condo Reviews  
 951-278-0000

### CONTACT INFORMATION:

Loan Number: \_\_\_\_\_

Retail     Wholesale     Correspondent

PRMG Branch Number: \_\_\_\_\_

PRMG Loan Officer/Account Executive: \_\_\_\_\_

PRMG Processor/Account Manager: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Borrower Name: \_\_\_\_\_

Product Code: \_\_\_\_\_

**For Niche Products, Emerald Jumbo, or Gold Jumbo, see Resource Center for program specific submission form.**

### REVIEW TYPE REQUESTED:

- Established Condominium Review
- New Construction Review
- Recertification (*Of Master insurance on active approvals*)

### DOCUMENTATION CHECKLIST:

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> Meets Full Lender Condo Review Submission Requirements From Above</li> <li><input type="checkbox"/> Condominium Questionnaire (available in Resource Center)</li> <li><input type="checkbox"/> Insurance Certificate for applicable types (<i>Insurance is for the entire project, not just building that contains the subject property. Additionally, (1) confirmation of wind coverage is required (if not listed on the policy then verification from the insurance company that it is included in the policy is acceptable) and (2) if the subject property is located in a flood zone, proof of what buildings are and are not in a flood zone is required and flood insurance for all buildings that are located in a flood zone must be included, along with the Flood Declaration Page showing the replacement cost values).</i>)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> DU or LPA findings</li> <li><input type="checkbox"/> Appraisal of subject unit</li> <li><input type="checkbox"/> Current Annual Budget</li> <li><input type="checkbox"/> Flood Certificate</li> </ul> |
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### FOR NEW CONSTRUCTION ONLY: (In addition to the above)

- Copy of the Declaration of Condominium and By-Laws of the HOA & amendments (CCRs in CA)
- Presale form (available in Resource Center)