

# Submission Documentation Checklist

## Request for Conventional Full Lender Project Review Warranty

Date:  FIMC Loan #:

Borrower(s):

Project Name:

Subject Property:

### Documentation Requirements

- Rush Request Correspondence (if applicable)
- Registration/Lock Sheet- showing correct property type
- AUS Findings- showing correct property type
- Evidence Project is not on investor or internal Ineligible List **(completed by FIMC condo department)**
- Internet Search Printouts-Short Term Rentals **(completed by FIMC condo department)**
- HOA Questionnaire- completed, signed and dated by HOA or management representative
- Appraisal
- Master/HOA Hazard Insurance Policy
- HO-6 Insurance Coverage (if required)
- Flood Cert
- Master/HOA Flood Insurance (if required)
- Title Commitment
- Copy of Current HOA Budget--- (only needed for projects that contain 5 or more total units)

#### Legal Docs (only required for projects that are considered “new” under current agency guidelines)

- Recorded Articles of Incorporation for HOA
  - Recorded Covenants, Conditions, Restrictions (CC&Rs) or Declaration
  - Recorded Bylaws for the HOA
- OR**
- Master Deed for the Condominium Project
  - Declaration of Trust for the HOA