



Condominium Full Review

Submission Request Form

Submission Instructions: This form must be completed and all documents provided when using the link [here](#) or when emailed to: condodesk@plainscommerce.com

Please cc your Account Manager, and/or AE and INCLUDE in the subject line the Loan #, borrower name AND Agency Type - FNMA/FHLMC/FHA/Etc.

CLIENT CONTACT INFORMATION				
COMPANY NAME				
PRIMARY CONTACT		EMAIL		PH
SECONDARY CONTACT		EMAIL		PH
LOAN/PROJECT INFORMATION				
LOAN NUMBER		EST CLOSE		
BORROWER NAME		LOCK EXP		
PROJECT NAME				
SUBJ. ADDRESS	STREET	CITY	STATE	Zip
ELIGIBILITY CHARACTERISTICS				
PURCHASE OR REFINANCE		OCCUPANCY: (O/O), 2nd, INV:		AGENCY TYPE
ATTACHED OR DETACHED		PRODUCT: DU/LP		

FULL WARRANTY REVIEW

Attached Projects with > 4 total units - that also match one or more of the following:

- o New Projects (Except if in Florida, then PERS only)
- o Primary Res. Transactions with LTV/TLTV > 90% (Projects in Florida LTV/TLTV > 75%)
- o NOO & Second Homes Transactions with LTV/TLTV > 75% (Projects in Florida LTV/TLTV > 70%)
- o Projects requiring an exception

REQUIRED DOCUMENTATION	AS APPLICABLE:
<ul style="list-style-type: none"> • Windsor Full Review Questionnaire, Form 1076 • Condo Questionnaire Addendum • DU / LP (Appraised Value must be correct) • Appraisal 1073 (DU/PIW or LPA/ACE are OK) • Flood Certificate - must be Life of Loan • Preliminary Title Report • Recorded Legal Docs*** <ul style="list-style-type: none"> o Master Deed o By-Laws o Amendments o Declarations o Budget (> 4 units) o Articles of Incorporation • Master Insurance: <ul style="list-style-type: none"> o Liability (\$1 mill.) & Property Coverage o Fidelity [Projects > 20 unit] o Flood [If Zone A or V] o 2 MM Boiler and Machinery o H06 [Coverage = Adequate per insurer] <p>Purchase Contract [As applicable]</p>	<p>EXCEPTION REQUEST: -</p> <p>_____</p> <p>_____</p> <p>NEW CONSTRUCTION PROJECTS</p> <ul style="list-style-type: none"> - 1004D (Subject Unit is complete) - Occupancy Cert. or 1081 - Recorded Articles of Incorporation - Recorded CC&Rs - Declarations & Amendments - Recorded By Laws - Development Plan <p>NON-GUT - CONVERSIONS</p> <ul style="list-style-type: none"> - Engineer's Report **(Not Required for Full Gut Conversions) - LITIGATION (all complaints) - Attorney letter regarding litigation - Legal Filing(s) & Insurance engagement letter from HOA

NOTES:

Subject Address must match USPS on all documents: Appraisal, Condo Questionnaire, Insurance, Flood, DU/ LP

CondoQuestionnaire: (Non-Windsor Questionnaire forms are acceptable but must have all required information), including the 1076/1077 Condo Questionnaire Addendum.

**As applicable

***NOTES- any missing documentation will delay the condo review and will require resubmission**