

# Coop/Condo Due Diligence Questionnaire

PLEASE COMPLETE AND FAX BACK TO (212)757-0466

OR EMAIL TO: DAVID.RANSOM@TITLEVEST.COM

Feel free to call with any questions: 212-757-5800 Ext. 614 (cell) 516-314-8363

Coop/Condo Name: _____	Managing Agent: _____
Property Address: _____ _____	Contact Person: _____
Purchaser: _____	Address: _____ _____
Seller: _____	Tel: _____ Fax: _____
Order#: _____	Email: _____

Unit # (if different from above): \_\_\_\_\_ Total # of Units: \_\_\_\_\_ Proprietary Lease Expires on: \_\_\_\_\_  
Number of Shares/% Common Elements ("%CE"): \_\_\_\_\_ Maintenance/Common Charges (monthly): \$ \_\_\_\_\_  
Financing Allowed (as % of purchase price): \_\_\_\_\_ Owner-Occupied (as % of total # units): \_\_\_\_\_  
Sublets (as % of total # units): \_\_\_\_\_ Sponsor-Owned (as % of total # units): \_\_\_\_\_

1. What was the percentage of maintenance or common charge increases, if any, for the last 3 years:  
Year: \_\_\_\_\_:\_\_\_\_\_ %      Year: \_\_\_\_\_:\_\_\_\_\_ %      Year: \_\_\_\_\_:\_\_\_\_\_ %
2. What was the amount of special assessments, if any, for the last 3 years:  
Year: \_\_\_\_\_:\_\_\_\_\_ /Share or %CE      Year: \_\_\_\_\_:\_\_\_\_\_ /Share or %CE      Year: \_\_\_\_\_:\_\_\_\_\_ /Share or %CE
3. Are there any special assessments currently in effect? \$ \_\_\_\_\_ /Share or %CE, until \_\_\_\_\_,  
for \_\_\_\_\_
4. Are there any new increases in maintenance/common charges or special assessments planned? (if yes, please describe) \_\_\_\_\_  
\_\_\_\_\_
5. Are there any anticipated capital improvements planned, but not yet funded? (if yes, please describe) \_\_\_\_\_  
\_\_\_\_\_
6. Is there any litigation pending, anticipated or threatened vs. coop or condo, not covered by insurance? (if yes, please describe) \_\_\_\_\_  
\_\_\_\_\_
7. Have the house rules been revised since the original offering?  Yes  No (If yes, please provide a copy of the latest rules.)
8. What is the sublet policy? \_\_\_\_\_
9. Is the sponsor still involved in this building?  Yes  No If yes, does it still own more than 10% of the units?  Yes  No  
(If yes, please provide a copy of the recent amendments filed with the Attorney General's office.)
10. What is the building's policy regarding pets? \_\_\_\_\_
11. What is the current reserve fund balance this year \$ \_\_\_\_\_ vs. last year \$ \_\_\_\_\_
12. Is there a "Flip Tax"?  Yes  No If yes, how much is it? \$ \_\_\_\_\_ Who pays?  Seller \_\_\_\_\_ %  Buyer \_\_\_\_\_ %
13. Is there anything else that a buyer of one of the units should be aware of? (e.g. problems with boilers, elevators, sidewalks, roof, façade, ground lease, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_