

# Blue Jumbo Condominium Submission Checklist Form

## Full Review

**Submission Instructions:** Customer must [Email this form](#) (either page 1 or page 2) with the applicable documentation listed below to: [condoreview@flcb.com](mailto:condoreview@flcb.com) and copy your AE, the CRR and the Underwriter assigned to your loan.

Loan Originator Contact Information				
Company Name				
Primary Contact		Email		Tel.
Secondary Contact		Email		Tel.
Loan/Project Information				
Loan Number		EST CLOSE		
Borrower Name		LOCK EXP		
Project Name				
Property Address	STREET	CITY	STATE	Zip
Eligibility Characteristics				
Purchase OR Refinance		Occupancy (Primary Residence or Second Home)		
Attached or Detached Unit		Product: Blue Jumbo		
<p><b><u>FULL WARRANTY REVIEW</u></b></p> <p><b>Attached Projects with &gt; 4 total units - that also match one or more of the following:</b></p> <ul style="list-style-type: none"> <li>○ New Projects (Except if in Florida, then PERS only)</li> <li>○ Primary Res. Transactions with LTV/TLTV &gt; 90% (Projects in Florida LTV/TLTV &gt; 75%)</li> <li>○ Second Homes Transactions with LTV/TLTV &gt; 75% (Projects in Florida LTV/TLTV &gt; 70%)</li> </ul>				
<p><b>REQUIRED DOCUMENTATION</b></p> <ul style="list-style-type: none"> <li>▪ Full Project Review Checklist and Questionnaire *</li> <li>▪ Appraisal Report</li> <li>▪ Flood Certificate</li> <li>▪ Preliminary Title Report</li> <li>▪ Recorded Legal Docs**</li> <li>▪ Purchase Contract [if applicable]</li> <li>▪ Budget [projects &gt; 4 units]</li> <li>▪ Master Insurance:                             <ul style="list-style-type: none"> <li>- Liability (\$1 mill.) &amp; Property Coverage</li> <li>- Fidelity [Projects &gt; 20 unit]</li> <li>- Flood [If Zone A or V]</li> </ul> </li> <li>▪ H06 [Coverage = Adequate per insurer or 20%]</li> </ul> <p>*Form available in FLCBank's Resource Center</p>		<p><b>IF APPLICABLE:</b></p> <p><b>NEW CONSTRUCTION PROJECTS</b></p> <ul style="list-style-type: none"> <li>- 1004D (Subject Unit is complete)</li> <li>- Occupancy Certificate</li> <li>- Recorded Articles of Inc.</li> <li>- Recorded CC&amp;Rs or Declarations &amp; Amendments</li> <li>- Recorded By Laws</li> </ul> <p><b>NON-GUT - CONVERSIONS</b></p> <ul style="list-style-type: none"> <li>- Engineer's Report ** (Not Required for Full Gut Conversions)</li> </ul> <p><b>LITIGATION</b></p> <ul style="list-style-type: none"> <li>- Legal Filing(s) &amp; Insurance engagement letter from HOA</li> </ul> <p>**If applicable</p>		
<p><b>NOTES:</b></p> <p><b>Property Address must match USPS on all documents:</b> Appraisal, Condo Questionnaire, Insurance, Flood,</p> <p><b>Insurance Requirements Noted Below (Page 3)</b></p>				

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## Limited Review & Waivers of Project Reviews

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Customer Contact Information					
Company Name					
Primary Contact					
Secondary Contact					
Loan/Project Information					
Loan Number		Estimated Closing		LOCK EXP	
Borrower Name					
Project Name					
Property Address					
Eligibility Characteristics					
Purchase or Refinance			Occupancy (Primary Residence of Second Home)		
Attached or Detached			Product: Blue Jumbo		
<p align="center"><b>LIMITED WARRANTY REVIEW</b></p> <p>Attached Projects with &gt; 4 total Units that also match one or more of the following:</p> <ul style="list-style-type: none"> <li>• <b>Primary Res. Transactions with LTV/TLTV &lt;=90% (Projects in Florida, LTV/TLTV &lt;= 75%)</b></li> <li>• <b>Second Homes Transactions with LTV/TLTV &lt;= 75% (Projects in Florida, LTV/TLTV &lt;= 70%)</b></li> </ul> <p><b>Certain Waiver of Reviews require enhanced documentation as listed below.</b></p>			<p align="center"><b>PROJECT REVIEW WAIVERS</b></p> <p>Transactions eligible for waiver review but still need ULDD validation.</p> <ul style="list-style-type: none"> <li>• <b>Detached Unit Condos</b></li> <li>• <b>Units in a 2–4–unit Condo Project</b></li> </ul>		
			<p>If project meets one of the above requirements for Waiver of Project Review, then the following must be sent in for ULDD validation (uniform loan delivery data requirements):</p>		
<p><u>Required Documentation</u></p> <ul style="list-style-type: none"> <li>○ The Limited Review Questionnaire Form*</li> <li>○ Appraisal 1073 Form</li> <li>○ Flood Certificate</li> <li>○ Preliminary Title Report</li> <li>○ Master Insurance: <ul style="list-style-type: none"> <li>- Hazard/Property Coverage (for all units) with wind</li> <li>- Flood [If Zone A or V]</li> </ul> </li> <li>○ H06 [Coverage = Adequate per insurer or 20%]</li> </ul> <p>Notes: Property Address must match USPS on all documents: Appraisal, Condo Questionnaire, Insurance, Flood.</p> <p>* Form available in FLCBank's Resource Center</p>			<ol style="list-style-type: none"> <li>1. Does the priority of lien exceed 6 months for delinquent HOA dues? Can provide one of the following to answer this question: <ul style="list-style-type: none"> <li>- Email response from HOA</li> <li>- Copy of recorded Condominium Declarations/Bylaws</li> <li>- Copy of state's condo statute</li> </ul> </li> <li>2. Project insurance to include: <ul style="list-style-type: none"> <li>- Master hazard/property coverage with wind*</li> <li>- Master Flood Policy (if applicable)</li> <li>- Unit HO-6 policy (if applicable)</li> </ul> <p>*If the projects legal documents allow the unit owners to carry the units hazard coverage (HO-3) then a copy of the legal documents (declarations or by-laws) showing the insurance coverage provisions are required.</p> </li> <li>3. Appraisal</li> <li>4. Flood certification for unit.</li> </ol>		

Insurance Requirements Noted Below (In Page 3)

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## Notes Regarding Insurance

### Master Insurance Certificates Requirements:

#### Must Contain:

- Name of the HOA and total number of units in project are \_\_\_\_\_
- Coverage for all buildings and Deductible
- Loan Number, Borrower Name(s) and Property Address with Unit #
- Mortgagee Clause [in FLCBank's Name or NDC'S Name]

#### If Applicable:

- o If Master Insurance does not include Walls-In Coverage with "Betterments & Improvements" then:
  - HO6 Policy Required – coverage to include lesser of 20% of AV OR the HO6 Insurer's estimate of "Adequate Coverage"
- o If Co-Insurance applies, provide one of the following [Dated within the past 3 years]
  - Insurance Company's Valuation Tool indicating Adequate Coverage or
  - Project Appraisal, or Marshal Swift Evaluation
- o If FEMA Flood Zone A or V: Flood Policies must be reviewed by FLCBank Processing Department