

Date: [Date]

To: [Developer/Homeowners Association Name]

Project Name: [Condominium Project Name]

Project Address: [Full Project Address]

Subject: Conditional Pre-Approval of Condominium Project

Dear [Contact Name],

We are pleased to inform you that the condominium project referenced above has received conditional pre-approval for mortgage financing eligibility. This determination is based on the preliminary review of the documentation provided.

Final approval is subject to the satisfaction of the following conditions:

- **Recorded Documents:** Provision of the final recorded Declaration of Covenants, Conditions, and Restrictions (CC&Rs) and the recorded Plat Map.
- **Insurance Requirements:** Evidence of a Master Insurance Policy including replacement cost coverage, general liability, and fidelity bond coverage as per agency guidelines.
- **Budget and Reserves:** Review of the current year's operating budget showing a minimum 10% allocation to replacement reserves.
- **Presale Requirement:** Verification that a minimum of [Percentage]% of the total units have been conveyed or are under contract to owner-occupant purchasers.
- **Pending Litigation:** A signed statement from the Board of Directors confirming there is no pending litigation against the association or developer.
- **Project Completion:** Architect's certificate or municipal certificate of occupancy confirming 100% completion of the subject phase and all common areas.
- **HOA Control:** Evidence of the transfer of control from the developer to the unit owners, if applicable.

This conditional pre-approval is valid until [Expiration Date]. Should any material changes occur regarding the project's legal structure, financial status, or physical condition, this letter may be rendered void.

Please submit the required documentation to our Project Review Department at [Email/Address] for final clearance.

Sincerely,

[Name]

[Title]

[Lending Institution Name]