

Date: [Date]

[Condominium Association Name]

[Association Address]

[City, State, Zip Code]

RE: Condominium Association Questionnaire

Property Address: [Property Address]

Unit Number: [Unit Number]

Borrower Name: [Borrower Name]

Loan Number: [Loan Number]

Dear [Association Contact Name or Board of Directors],

We are currently processing a mortgage application for the above-referenced property. Upon reviewing our files, we have noted that the Condominium Association Questionnaire required for loan approval is either missing or incomplete.

To comply with secondary market guidelines and to finalize the financing for this unit, we require the following:

- Completion of the attached Condominium Questionnaire.
- A copy of the current year's operating budget.
- A copy of the Master Insurance Policy Certificate.
- [Optional: Any additional specific missing documents].

Please return the completed documents via [Email Address] or fax to [Fax Number] at your earliest convenience. If there is a fee associated with this request, please notify us immediately so that payment can be arranged.

Thank you for your prompt attention to this matter, as it is necessary to meet the scheduled closing date.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]

[Your Email Address]