

Date: [Current Date]

Applicant Name: [Applicant Name]

Loan Number: [Loan Number]

Property Address: [Property Address]

Subject: Mortgage Application Status - Outstanding Condominium Questionnaire

Dear [Applicant Name],

We are currently reviewing your mortgage application for the property mentioned above. This letter is to inform you that your application is currently on hold pending the receipt of the **Condominium Association Questionnaire**.

To proceed with the underwriting process, we require a completed questionnaire from the Homeowners Association (HOA) or the property management company. This document is essential for us to verify the project's eligibility and insurance coverage.

**Action Required:**

- Please contact your Condominium Association or Property Manager to ensure the questionnaire is completed and returned to us.
- Note that some associations may charge a fee for this service, which is the responsibility of the applicant.

We cannot issue a final loan approval until this documentation has been received and reviewed. Please have the documents sent directly to [Email Address/Fax Number] or contact your Loan Officer if you have any questions.

Thank you for your prompt attention to this matter.

Sincerely,

[Loan Officer Name]

[Company Name]

[Phone Number]