



# **JOB AID: Completing HUD form 9991 Single-Unit Approval Questionnaire**

Practical guidance for CWL brokers & partners

**Community Wholesale Lending**

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Version: 1.1 Date: 01/06/2026

Community Wholesale Lending  
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# JOB AID: Completing HUD form 9991 Single-Unit approval Questionnaire

Version: 1.1    Date: 01/06/2026

## 1. Overview

This job aid provides step-by-step guidance on completing the HUD form 999.1 Single Unit Condo

## 2. Step-by-Step Instructions

### 1. Section 1: Mortgagee Information

-to be completed with Community Wholesale Lending's information

Section 1: Mortgagee Information.				
1.a. Mortgagee Information				
Mortgagee Name: Community Wholesale Lending			FHA Lender ID Number: 0051500002	
Street Address: 8270 Aspen Street			City: Rancho Cucamonga	
State: CA	ZIP Code: 91730	Phone Number: 909-652-0780		Fax Number:
Contact Name/Title:			Email Address:	

Figure 1. Mortgagee Information

### 2. Section 2: Condominium Project Review

-to be completed by the HOA

Section 2: Condominium Project Information.				
2.a. Condominium Project		■ Loan Level		■ Single Unit Approval
Legal Name of Project:			FHA Condo ID Number:	
Street Address:				
City:		State:		ZIP Code:
Project Completion Date:		Number of Phases:		Number of Completed Phases:
2.b. Condominium Association				
Condominium Association Name:			Association Tax ID Number:	
Street Address:			City:	
State:	ZIP Code:	Phone Number:		Fax Number:
Contact Name/Title:			Email Address:	

Figure 2. Condominium Project Information

3. Section 3: Condominium Project Eligibility  
-to be completed by the HOA

**Section 3: Condominium Project Eligibility.** Must be completed to verify both Loan Level and Single-Unit Approval requirements.

**3.a. Occupancy Requirements by Construction Type**

1. Owner Occupancy

- Owner-occupied Units include any Unit:
  - occupied by the owner for any portion of the calendar year and that is not rented for a majority of the year;
  - listed for sale, and not listed for rent, that was previously occupied by the owner, as described above; or
  - sold to an owner who intends to occupy the Unit as described in the first bullet of this section.
- A Unit owned by the builder/developer is not an owner-occupied Unit.
- A non-owner occupied Unit refers to a Unit that does not meet the requirements above.

2. Check Appropriate Construction Type for Condominium Project.

☐ Existing Construction (>12 months old) ☐ Complete Legal Phase

☐ New Construction Complete Project (<12 months old)

	# of Units
3. Provide the total number of Units in the Condominium Project.	
a. Provide the number of <b>owner</b> -occupied Units (as described in 3.a.1.).	
b. Provide the number of <b>non-owner</b> occupied Units.	

**3.b. Individual Owner Concentration**

	Yes	No
1. Does any single owner own more than one Unit? If "Yes," please complete the information in the table.	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the Individual Owner Concentration comply with the FHA requirement?	<input type="checkbox"/>	<input type="checkbox"/>
3. Individual/Entity Name (Attach list for additional individual owners as necessary)	Developer/ Builder	# of Units Owned
	<input type="checkbox"/>	
	<input type="checkbox"/>	

**3.c. Property Information**

Please answer the following questions. Is the Condominium Project:

	Yes	No
1. A Condominium Project under a Leasehold Interest?	<input type="checkbox"/>	<input type="checkbox"/>
2. A Gut Rehabilitation (Gut Rehab) conversion project?	<input type="checkbox"/>	<input type="checkbox"/>
3. A New Construction project? (Including Proposed Construction, Under Construction, or Existing Construction Less than One Year)	<input type="checkbox"/>	<input type="checkbox"/>
4. A Manufactured Home Condominium Project?	<input type="checkbox"/>	<input type="checkbox"/>

**3.d. Units in Arrears**

	# of Units
1. How many Units are more than 60 Days past due on their Condominium Association dues and special assessment payments? (Excluding late fees or other administrative expenses)	

**3.e. Insurance Requirements**

	Yes	No
Walls-In Does the Condominium Association have a master or blanket insurance policy that includes interior Unit coverage and will cover the replacement of interior improvements the Borrower may have made to the Unit? If "No," a Borrower-obtained Walls-In policy (HO-6) covering the same is required.	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3. Condominium Project Eligibility

4. Section 4: Single-Unit approval  
-to be completed by the HOA

**Section 4: Single-Unit Approval.** Mortgagees must complete this section for approval of a Unit located in a Condominium Project that is **not** FHA-approved.

4.a. Recorded Documents and Transfer of Control		Yes	No
1.	Have governing documents been recorded as required by applicable law?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do the governing documents allow for Live/Work arrangements that comply with FHA requirements?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has Control of the Condominium Association been transferred from the developer/builder to the Unit owners?	<input type="checkbox"/>	<input type="checkbox"/>

  

4.b. Financial Condition		Yes	No
1.	Does the Condominium Association have a reserve account for capital expenditures and deferred maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the Condominium Association maintain separate accounts for operating and reserve funds?	<input type="checkbox"/>	<input type="checkbox"/>
3.	For projects with Commercial/Nonresidential Space, are the residential and commercial portions of the Condominium Project independently sustainable? Check here if not applicable: <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	Has the project experienced a Financial Distress Event within the last 36 months?	<input type="checkbox"/>	<input type="checkbox"/>

  

5. Provide the following information:		Amount
a.	Annual Condominium Association dues	\$
b.	Special assessments	\$
c.	Reserve account balance	\$

  

4.c. Commercial/Nonresidential Space		N/A	Sq. Footage
1.	Total square footage of the Condominium Project		
2.	Total square footage of the Commercial/Nonresidential Space		
3.	Total square footage of the Residential Space		

  

4.d. Additional Insurance Requirements for Single Unit Approval				Yes	No
	Insurance Type				
1.	Liability Insurance	Does the Condominium Association maintain comprehensive Liability Insurance policy for the entire Condominium Project, including all common areas, Common Elements, public ways, and all other areas that are under its supervision, in the amount of at least \$1 million for each occurrence?		<input type="checkbox"/>	<input type="checkbox"/>
2.	Fidelity Insurance	Does the Condominium Association maintain Fidelity Insurance for all officers, directors, and employees of the Condominium Association and all other persons handling or responsible for funds administered by the Condominium Association (including management company)?		<input type="checkbox"/>	<input type="checkbox"/>
3.	Hazard Insurance	Does the Condominium Association have a master or blanket Hazard Insurance policy for the Condominium Project, including the individual Units in the Condominium Project that meet FHA requirements?		<input type="checkbox"/>	<input type="checkbox"/>
4.	Flood Insurance	Are Units or Common Elements located in a Special Flood Hazard Area (SFHA)? If "Yes," Flood Insurance is in force equaling (select only one option below): <input type="checkbox"/> 100% replacement cost; <input type="checkbox"/> maximum coverage per Condominium Unit available under the National Flood Insurance Program (NFIP); or <input type="checkbox"/> some other amount (enter amount here) \$_____.		<input type="checkbox"/>	<input checked="" type="checkbox"/>

  

4.e. Litigation		Yes	No
1.	Is the Condominium Project or Condominium Association subject to any pending Litigation? If "Yes," provide a signed and dated explanation.	<input type="checkbox"/>	<input type="checkbox"/>

Figure 4. Condominium Project Eligibility

#### 4. Mortgagee's Certification

-to be signed by Community Wholesale Lending

<b>Mortgagee's Certification:</b> I/We, the undersigned, certify under penalty of perjury that the information provided on this form and in any accompanying documentation is true, correct, and accurate to the best of my knowledge and belief and was collected within the last 90 Days from verifiable and reliable sources, including a Condominium Association or their assigned management company, public records, independent third parties, or other data sources. I/We further certify that all required documents have been provided.	
_____ Name (printed)	_____ Title and Company Name
_____ Signature	_____ Date

💡 **TIP: Be sure all fields are completed to avoid delays**

#### 3. Quick Tips / Common Errors to Avoid

- ✓ Once the form is completed, please email it to your Client Relations Manager for processing.

#### 4. Support

parcsupport@cwlend.com0