Welcome to the Special Properties, Condominiums and Planned Unit Developments, training module presented by USDA’s Single Family Housing Guaranteed Loan Program.
• Special property types such as Condominiums and Planned Unit Developments can provide additional options for homebuyers.
• These types of properties may require additional review by the underwriter and this training module will provide a focused overview of those requirements.
Condominiums

HB-1-3555, Chapter 12.11(A)

1. **TYPICAL**
   - Condominium projects typically consist of multi-unit buildings governed by an HOA. Each unit is individually owned with common areas shared by all unit owners.

2. **LESS COMMON**
   - It is possible, but less common for condominium projects to consist of detached or attached single family dwellings.

3. **HOA DUES**
   - HOA Dues for dwellings in a condominium project must be included in total debt-to-income ratio.

4. **ELIGIBILITY**
   - Units are eligible for a guarantee if approved by Fannie Mae, Freddie Mac, HUD or VA.

5. **APPLICANTS**
   - Must obtain and maintain individual homeowners’ insurance or flood insurance.

6. **RIDERS**
   - A Condominium Rider must supplement the Mortgage or Deed of Trust, as applicable.

- Typical condos consist of multi-unit buildings governed by a Home Owner’s Association, or HOA.
- Units are individually owned and common areas such as hallways and recreational facilities are owned by all unit owners.
- Less common projects can consist of detached or attached single family dwellings.
- In these cases, it is the HOA and not individual unit owners who are responsible for maintaining the exterior of the dwellings and common areas.
- HOA dues for dwellings are considered debt and must be included in the housing debt-to-income ratio.
- Units in a condo project are eligible for a guarantee if the condo has been approved or accepted by HUD/FHA, VA, Fannie Mae or Freddie Mac. Lenders who meet conditional authority and have staff with expertise in approving condo projects with those agencies, may determine the acceptability of the condo project.
- Applicants remain responsible to obtain and maintain individual homeowners’ or flood insurance as applicable.
- The HOA obtains and maintains adequate flood and hazard insurance for the buildings.
- A condominium rider must supplement the Mortgage or Deed of Trust.
• Some examples of ineligible condominiums include:
  • Condominium Hotels;
  • Timeshares;
  • Houseboat Projects;
  • And projects with features such as:
    • Common Interest Apartments;
    • Investment Securities.
### Site Condominium Eligibility

**HB-1-3555, Chapter 12.11(A)(2)**

<table>
<thead>
<tr>
<th>DETACHED DWELLING</th>
<th>SHARED STRUCTURES</th>
<th>COMMON AREAS</th>
</tr>
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<tbody>
<tr>
<td>Single Family totally detached dwelling encumbered by a declaration of condominium covenant or condominium form of ownership.</td>
<td>Has no shared garage or any other attached buildings such as archways or breezeways.</td>
<td>Consists of the entire structure, site and air space and is not considered to be common areas or limited common areas.</td>
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<tr>
<th>CONDO RIDER</th>
<th>INSURANCE</th>
<th>NON-QUALIFYING UNITS</th>
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<tr>
<td>A Condominium Rider must supplement the Mortgage or Deed of Trust.</td>
<td>Insurance and maintenance costs will be the responsibility of the unit owner.</td>
<td>Site condominiums that do not meet the criteria must follow Section 12.11.A for condominium approval.</td>
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</tbody>
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- Project approval may not be required for site condominiums if the following is met:
  1. The Single Family unit is totally detached.
  2. The unit has no shared garage or any other detached buildings.
  3. The unit consists of the entire structure, site and air space and is not considered to be common areas or limited areas.
  4. A condo rider must supplement the Mortgage or Deed of Trust.
  5. The costs of insurance and maintenance are the responsibility of the borrower.
  6. Site condominiums that don’t meet these requirements must follow the requirements for condominium approval.
The lender must perform the underwriting review to ensure that the condominium project meets the approval or acceptance of HUD/FHA, VA, Fannie Mae, or Freddie Mac.
• Lenders who meet the conditional authority and have staff with applicable expertise will need to provide certification that they have reviewed the necessary documentation to support project approval and that the condominium is in compliance with HUD/FHA, VA, Fannie Mae or Freddie Mac guidelines.
• Lender must indicate compliance by utilizing FNMA Form 1008 or FHLMC Form 1077.
• Use of the Agency’s Rural Development Condominium Certification Form is optional.
Lenders who utilize the Agency’s automated underwriting system, GUS, and receive an “Accept” underwriting recommendation may be required to show documentation to ensure that the condominium meets the eligibility requirements.
Lenders may refer to HUD/FHA, VA, Fannie Mae or Freddie Mac for additional guidance in performing their underwriting review of the project.

All condominium documentation should remain in the lender’s permanent loan file and should be available upon request.

- Lenders may refer to HUD/FHA, VA, Fannie Mae or Freddie Mac for additional guidance in performing the underwriting review.
- All documentation should remain in the lender’s permanent loan file and should be made available upon request.
If the lender does not provide the certification of the condominium unit, then full documentation may be requested. If there is indication that a condo unit does not meet the requirements of HUD, VA, Fannie or Freddie, the Agency will request additional documentation from the lender. If the condo unit does not meet the stated requirements as certified by the lender, then the Agency may refuse to issue a conditional commitment or loan note guarantee.
A planned unit development (PUD) is a project or subdivision that includes common property that is owned and maintained by a homeowner’s association (HOA) for the benefit of use by the individual PUD unit owners.

- A planned unit development, or PUD, is a project that includes some common property owned and maintained by an HOA for the benefit of individual owners.
- The mortgage industry, including Government housing programs, does not recognize that PUD dwellings pose any more risk than single family dwellings not part of a PUD.

A PUD can consist of condominiums, townhomes or detached single family homes that are served by an HOA.

HOA dues for dwellings in a PUD must be included in total debt-to-income calculations.

Loans may be guaranteed for PUD single family dwellings the same as for single family dwellings not in a PUD.
The best way to learn information is to test your knowledge!
Each question slide will list:

- the topic
- A question or scenario, and
- potential responses.
7 CFR Part 3555 and HB-1-3555 references provided

X. Correct Response

• Additional guidance for clarification may be provided

The answer slide will list:
• The topic
• The reference to the answer from the regulation and handbook
• The correct response, and
• Any additional clarification that may be helpful.
Ready?

LET’S GET STARTED!

Let’s get started!
QUESTION
Special Properties: Condominiums & PUDs

- A condominium is approved by HUD and Fannie Mae.
- It is eligible for a guaranteed loan.

A. TRUE B. FALSE

Read the question on the slide and select a response.
A. TRUE

Condominiums must be approved or accepted by at least one of the following entities:

- Fannie Mae
- Freddie Mac
- FHA/HUD
- VA

- True.
- Condominiums are eligible for the SFHGLP if they have been approved or accepted by Fannie Mae, Freddie Mac, FHA/HUD or the VA.
QUESTION
Special Properties: Condominiums & PUDs

• A Condominium Rider must supplement the Mortgage or Deed of Trust.

A. TRUE    B. FALSE

Read the question on the slide and select a response.
A. TRUE

A Condominium Rider must supplement the Mortgage or Deed of Trust.

• True.
• A condominium Rider must supplement the Mortgage or Deed of Trust.
A condominium timeshare is eligible for a USDA guaranteed loan.

A. TRUE   B. FALSE
B. FALSE

Timeshares, condominium hotels, houseboat properties and other types of condominium projects noted in HB-1-3555, 12.11(A)(1) are not eligible for the guaranteed loan program.

• False.

• Timeshares, condominium hotels, houseboat projects and other types of condominium projects noted in HB-1-3555, Chapter 12.11(A)(1) are not eligible for the guaranteed loan program.
• Applicants/Unit Owners are responsible for obtaining individual homeowner’s insurance or flood insurance on the condominium or PUD, meanwhile
• Lenders are responsible to ensure that the HOA maintains adequate flood and hazard insurance for the buildings in a condominium project.

A. TRUE       B. FALSE
3555.205, HB 12.11 A.

A. TRUE

Applicants remain responsible to obtain individual homeowner’s insurance or flood insurance as applicable.

The lender is responsible for ensuring that the HOA obtains and maintains adequate flood and hazard insurance for buildings in a condominium project.

- True.
- Applicants remain responsible to obtain individual homeowner’s insurance or flood insurance as applicable.
- The lender is responsible for ensuring that the HOA obtains and maintains adequate flood and hazard insurance for buildings in a condo project.
QUESTION

Special Properties: Condominiums & PUDs

- Condominiums must be manually underwritten and may not be submitted to the Agency through the Automated Underwriting System, GUS.

A. TRUE       B. FALSE
ANSWER

Special Properties: Condominiums & PUDs

3555.205, HB 12.11 A. 3.

B. FALSE

Those lenders who utilize the Agency’s automated underwriting system, GUS and receive an “Accept” underwriting recommendation may be requested to present documentation confirming the condominium unit meets the eligibility criteria.

• False.

• Lenders may use the GUS automated underwriting system, however, if an “Accept” underwriting recommendation is received, Lenders may be requested to present documentation confirming the condo unit meets the eligibility criteria.
The lender is required to retain all condominium documentation in their permanent loan file.

The lender must certify the condominium unit meets all requirements of FHA/HUD, VA, Fannie Mae or Freddie Mac.

A. TRUE  B. FALSE
A. TRUE

Participating lenders may certify to Rural Development that they have reviewed the condominium documentation that supports project approval or acceptance and that the condominium is in compliance with FHA/HUD, VA, Fannie Mae or Freddie Mac guidelines.

All condominium documentation should remain in the lender's permanent loan file and should be made available upon request.

- True.
- The lender must perform an underwriting review of the condo project to ensure the unit is approved or accepted by FHA/HUD, VA, Fannie Mae or Freddie Mac.
- The lender must retain all condominium documentation in their permanent loan file and the documentation should be made available upon request.
Way to Go!
LEARNING CHECK
COMPLETED!

Way to go! You have completed the learning checks!
Rural Development has developed numerous tools and resources to assist lenders with originating, processing, and servicing guaranteed loans.
• This training module has provided you with an overview of the key requirements of Condominiums and Planned Unit Developments.
• Complete program requirements and guidance can be found in 7 CFR Part 3555, Subpart E, Sections 3555.205 and .207 and Chapter 12, Section 5, of HB-1-3555.
• Be sure to bookmark these references, save yourself valuable time by using Cntrl-F to quickly search and find answers, and always ensure you are referencing the most current publications.
• The “Program Overview Training” module will assist you in learning how to navigate through all the resources and tools Rural Development has created to assist you.
• Users should first look for answers to their questions in the regulation and handbook, but if you still have a question after reviewing your resources, we’re here to help.
• All policy and regulation questions regarding the topic we just covered should be sent to our Policy, Analysis, and Communications Branch and
• If you would like to request additional program training, contact our Lender and Partner Activities Branch.
The Single Family Housing Guaranteed Lender webpage was specifically designed for our lending partners and includes information such as:

- Current turn times on new loan applications
- Contact information, and
- Links to program resources such as our 3555 Handbook and the USDA LINC website.

Also, don’t forget to sign up for our GovDelivery email notifications. Rural Development sends out origination, GUS, and servicing messages to alert lenders of new publications, clarifications, and additional program updates.
Thank you for supporting the USDA Single Family Housing Guaranteed Loan Program and America’s rural homebuyers!
This will conclude the training module. Thank you and have a great day!