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## AGREEMENT AND INSTRUCTIONS

Requestor (Your Company) \_\_\_\_\_

Project Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ HUD Project ID (If applicable) \_\_\_\_\_

Company requesting this review is:  Association  Management Company  Lender

- HUD New or Expired Project Submission \$250.00
- HUD Rejected Project No Charge for advice to correct a reject
- Fannie Mae Full Project Review \$150.00
- VA Project Approval

*Required documentation necessary to perform a review is accessible on our website which includes a checklist and a HOA Certification form*

### SECTION 1: REVIEW AND DETERMINATION

#1. DEI will look at the agency's list of approved projects before commencing a project review. However, an additional party may submit a project to an agency for review while your review is in process with us. DEI has no ability to control a status change of a project uploaded to HUD, VA or Fannie Mae.

#2. It is agreed that the HOA and/or its representative will provide DEI will all required documentation per agency guidelines, as appearing on our "checklist" in order to submit a project to an agency's condominium review department.

#3. The cost of receiving all recorded legal documents shall be borne by the company or association requesting the review of a project if they are not available directly from a title company (west coast) or state agency (i.e., Articles of Incorporation).

#4. DEI is not responsible for accumulating the documentation required by an agency, the HOA or company requesting the review is. DEI is responsible for reviewing documentation for compliance with an agency's requirements and identifying deficiencies that may prevent project approval.

#5. DEI will perform certain functions such as a) FEMA map, b) Environmental location searches c) Obtaining images of the project available on the Internet

#6. After the initial review, DEI will make recommendations as to what documentation is still outstanding to complete a submission to an agency.

#7. Some projects may be considered "ineligible" for project approval identified in either the initial review, or final review based on documentation provided at a later time. The status of a project changing from "eligible for submission" to "ineligible for submission" may change based on additional information submitted to DEI about the project from the HOA, Insurance Carrier or Legal Document review.

#8. Submission to Agency: All checklists, documentation, worksheets, stacking order, FEMA and environmental searches will be included in the submission to the agency for their approval.

#9. Missing documentation identified by DEI or an agency once a loan has been submitted must be provided to DEI in a timely manner.

#10. Additional Phasing (new construction) on an additional phase that is not part of the initial submission to an agency will be subject to an additional fee.

#11. If a project has deficiencies identified by an agency once submitted, DEI will work closely with the HOA or company requesting project approval to resolve all outstanding issues at no additional charge.

## **SECTION 2: DEI TIME FRAME**

Documentation including: HOA Cert (or Condo Certs) and checklist items will be required to perform a review.

Turn-time for initial review of documents submitted: 1-3 business days

Turn-time for review of additional documentation: 1-3 business days

Completed package underwritten, stacked and submitted to an agency 2 business days

## **SECTION 3: SUBMITTING DOCUMENTS TO DEI**

Execute an agreement attach and send to: [donna@donnashi.com](mailto:donna@donnashi.com)

A user ID and password will be provided to you so you can upload a checklist, HOA Cert and required documentation for review. Or; you can fax (760-517-9091) or email ([donna@donnashi.com](mailto:donna@donnashi.com)) the necessary documentation to commence a project review.

## **SECTION 4: PAYMENT**

All fees are non-refundable, and due at the time the project is reviewed or submitted to an agency.

- Initial Review: \$250.00.
- Additional review of documentation not provided with the initial review: \$150.00
- Final review and submission to agency: \$350 - \$600.00
- Maximum fee for submission of a condominium project to any agency shall not exceed: \$850.00

Payment is due prior to commencement of a review or submission to an agency.

Payment methods include: Paypal: [donna@donnashi.com](mailto:donna@donnashi.com) or; email us this agreement and we will send you an invoice for project review and you can issue a check or wire funds to get started.

**SECTION 5: BINDING AGREEMENT**

This agreement must be executed by an authorized representative of the HOA. The HOA and checklist items can come via email: [donna@donnashi.com](mailto:donna@donnashi.com), fax: 760-517-9091 or uploaded to our server once you contact [donna@donnashi.com](mailto:donna@donnashi.com) with a request to upload a project to DEI.

**Agreed** this \_\_\_ day of \_\_\_\_\_ 20\_\_\_ by: \_\_\_\_\_ who is authorized to act on behalf of said condominium project listed on the first page of this agreement.

**SIGNATURE** \_\_\_\_\_ (Type – Electronic Signature)

Electronic Signature is binding

Your name: \_\_\_\_\_ Title: \_\_\_\_\_

Your phone number: \_\_\_\_\_ Your email address: \_\_\_\_\_

ACKNOWLEDGED AND WILL BE RETURNED TO YOU BY DONNASHI ENTERPRISES, INC.

\_\_\_\_\_  
DONNASHI ENTERPRISES, INC. – REPRESENTATIVE  
ADDITIONAL DOCUMENTATION TO PERFORM A REVIEW

HOA CERTIFICATION     CONDOMINIUM CHECKLIST