

CHEVY CHASE BANK
Wholesale Lending Division

PROCEDURES FOR CONDOMINIUM PROJECT REVIEW

- I. In order for the review process to begin, forward the following documentation as soon as possible to your Account Executive:
- A. Chevy Chase Bank Form #WFM202 “Full Condominium Project Review Certification” (fully completed and signed by an authorized signor for the Builder or HOA).
 - B. Complete set of the **Recorded** Condominium Documents to include the following:
 - **Public Offering Statement** with letter from state confirming registration and compliance of laws.
 - **Declaration of Condominium**, and any amendments thereto
 - **Bylaws**
 - **Articles of Incorporation or Association**
 - **Copy of plat**
 - C. Current Budget
 - D. Copy of the Master Certificates of Insurance) both Blanket Liability and Fidelity Bond containing all coverage, deductibles and policy premiums.
 - E. Certificate of Occupancy or all applicable bond letters (if project is not 100% complete)
- II. Provide a list of contacts at your company and the developer, as applicable, who may help clarify information and coordinate the review process.

Contact Information:

Broker Name:
Broker Company:
Address:
Address:
Phone number:
Fax number:
Email address:
Access Request

Developer Contact Name:
Developer Company Name:
Address:
Address:
Phone Number:
Fax Number:
Email Address:

III. Once review process is complete, your Account Executive will be notified of decision.