

**VERMONT HOUSING FINANCE AGENCY**  
**REQUIREMENTS FOR NEW CONDOMINIUM PROJECT REVIEW**

**INSTRUCTIONS**

Complete applicable areas, attach required information and submit to:  
VHFA Homeownership Dept – Project Review  
164 St. Paul Street, PO Box 408  
Burlington, VT 05402-0408

**REQUIREMENTS**

- All unit elements must be complete at the time of owner purchase.
- The developer cannot be involved in litigation involving the project.
- A minimum of 30% of the units must be under contract and have approved non-VHFA financing.
- The project must meet all requirements to be Fannie Mae eligible, except for the pre-sale requirement

**CONTACT INFORMATION**

Contact \_\_\_\_\_  
Ph# \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

**PROJECT INFORMATION**

Project Name \_\_\_\_\_  
Location \_\_\_\_\_  
Declarant/Developer \_\_\_\_\_

**REQUIRED ATTACHMENTS**

- Schedule of unit asking prices.
- Brief update on status of project.
- Insurance binder or proposed insurance binder.
- Site plans (if not attached to Public Offering Statement or Declaration and By-Laws).
- Actual or Proposed Homeowner's Association Operating Budget (if not part of Public Offering Statement).
- Verification that 30% of units are under contract and have financing in place as evidenced by commitments.
- Copy of a Title Opinion verifying the project meets all Fannie Mae eligibility requirements except pre-sale.
- Public Offering Statement with all attachments. If not applicable please provide a copy of the Declaration and By-Laws and all attachments.