

CONDO ACTION PLAN (Listed on HUD Approved Condominium List)

CONDO PROJECT IS HUD APPROVED BETWEEN 10/1/2008 to present:

1. Project will remain on approved list until the 2 year anniversary of the HUD approval. Project must be "Recertified" by HUD prior to 2 years from the date of the HUD approval or it will be terminated from the list.
** Deadline for Recertification published on HUD website.
2. Mark calendar to begin re-certification process in May/June of your expiration date.
3. Make contact with management/developer/Homeowners association to alert them about significant changes. B2B Opportunities.
4. Send over ***Shamrock Recertification Assessment Form*** (<http://www.shamrockfinancial.com/wp-content/uploads/2011/02/Condo-Re-certification-Assessment-102010.pdf>) and forward to Deb.skillin@shamrockfinancial.com for review.
5. Remember, re-certifications will be subject to new guidelines. If there are issues with approvability, it should be managed pro-actively.

CONDO PROJECT IS HUD APPROVED PRIOR TO September 2008.

1. Re-certification is required. Expiration dates vary...click on link in order to determine when approval expires: <http://www.shamrockfinancial.com/uncategorized/fha-condominium-project-approvals-re-certification-deadline-extended/>
2. Mark calendar to begin re-certification process. Allow a minimum of 3 months. (Your process time includes your document submission to Shamrock.)
3. Email/fax ***Shamrock Initial Assessment Form*** to Condominium Management.
<http://www.shamrockfinancial.com/wp-content/uploads/2010/04/Initial-Condo-Questionnaire1.pdf>
4. Once completed, forward it to deb.skillin@shamrockfinancial.com for review to identify if project is likely to qualify.
5. If project qualifies, Deb will get engaged directly with Management Company to get necessary documents for processing of re-certification. Referral partner will be kept abreast of process and status.
6. B2B Opportunities ... **GET ENGAGED!**

Notes:

Shamrock Contacts

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