**FORM K: OWNERSHIP ASSET MANAGEMENT CAPACITY FORM**

**HOA Experience**

Provide a written narrative describing the Developer’s relevant experience with HOA documentation and budget creation, including obtaining approvals from the California Department of Real Estate (DRE). Please attach a recent HOA condo plan with recorded Covenants, Conditions and Restrictions (CC&Rs), Budget Report and Final Public Report approved by the DRE.

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**Residential Condominium Projects Experience**

Please complete this chart to describe Developer’s experience in residential condominium projects.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Number of Residential Condominium Projects and Units** (completed within the past ten years) |

|  |  |  |
| --- | --- | --- |
| **Project Tenure Type** | **# of projects** | **# of units** |
| Ownership |  |  |
| Rental |  |  |
| Ownership/Rental (Mixed)  |  |  |

 |
| **Average Number of Residential Condominium Projects and Units in Owner’s Portfolio** |

|  |  |  |
| --- | --- | --- |
| **Project Tenure Type** | **# of projects** | **# of units** |
| Ownership |  |  |
| Rental |  |  |
| Ownership/Rental (Mixed)  |  |  |

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**Proposed Real Estate Transaction Management Staffing**

Please complete this chart to describe the work assignments (existing or contemplated) associated with each staff person expected to handle real estate transactions to support potential homebuyers through the application, approval, closing process and post-closing asset management. Please attach proposed Owner’s organizational chart.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title** | **Total FTE%** | **Position Status (Filled/Vacant)** | **Primary Duties** |
|  |  |  |  |
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