

**HORIZONTAL PROPERTY REGIME (CONDOMINIUM)  
QUESTIONNAIRE**

In accordance with Chapter 1, Title VI, Civil Code

**INSTRUCTIONS**

Filing of questionnaire is required where a condominium plan or project under which six or more apartments, rooms, office spaces, or other units in existing or proposed building(s) or structure(s) are offered or proposed to be offered for sale or lease in the Territory of Guam.

No unit in a condominium project shall be offered for sale or lease until the Commission has issued a Final or Supplementary Public Report thereon, nor shall reservations to purchase be taken until the Commission has issued a Preliminary, Final or Supplementary Public Report.

Any change in the project or amendment in document(s) made after registering the plan or project must be immediately reported to the Commission.

A \$100.00 filing fee and a \$40.00 inspection fee must accompany questionnaire. Inspection fee is per day. The fees are not refundable.

At the time of filing, an amount estimated by the Commission to be necessary to cover inspection expense of the project, including travel expenses, shall be deposited with the Commission.

Questionnaire must be either typed or printed legibly. The Commission will accept for examination only the original application (GLUC Form 09); reproductions or facsimiles of the Questionnaire and Notice of Intention are unacceptable.

Warning: Incomplete, illegible or otherwise insufficient Questionnaire, Notice of Intention, Documents, Exhibits and Printed Matter will be cause for rejection of the submission as well as delays in processing.

**REQUIRED DOCUMENTS**

The following documents must accompany this questionnaire and constitute a part of the Notice of Intention. For any document not submitted a letter of explanation must accompany the submission giving reasons of non-availability and a statement as to the approximate date they will be made available to the Commission. Check square to illustrate if submitted. Underscore the particular document forwarded with the questionnaire.

- Copy of Master Deed or Master Lease and Recording Data.
- Copy of Declaration in compliance with Section 1280, *Civil Code*.
- Copy of By-Laws of Association of Apartment Owners.
- Set of the floor plans of the building or buildings, showing the layout, location, apartment numbers and dimensions of the apartments.
- Copy of corporate papers (Articles of Incorporation and By-Laws and Affidavit of Officers) or Partnership Agreement or Joint Venture Agreement of the Developer. Proof of previous recording.
- Photostatic and certified or acknowledged copies of all options, contracts of purchase, mortgages and trust agreements, lease agreements on the property submitted to the regime. Proof of previous recording.
- A current copy of Policy of Title Insurance, Abstract of Title, Certificate of Title or Lien Letter.
- Copy of executed Escrow Agreement.
- Copy of Agency Contract(s) or Broker Listing Agreement(s).
- Copies of Reservation Agreement, Contract of Sale or Agreement of Sale and the Apartment Deed or Apartment

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REQUIRED DOCUMENTS: **Continuation**

- Lease to be used to convey property to purchaser. These forms to be completely filled in and identified by the word SPECIMEN.
- Statement of program of financing project, including any general or specific letter of loan commitment.
- Statement of all costs involved in completing the project.
- Building Plans, Drawings and Specification.
- Copy of Building Contract.
- Copy of Performance Bond and Mechanics or Material men's Lien.
- Copy of Property Management Contract.
- Copy of House Rules.

NOTE: Answer all questions, if not applicable, please so indicate. Failure to completely answer all questions and submit required documents will cause delay in the insurance of the Public Report by the *Guam Land Use Commission*.

NOTICE OF INTENTION

**Name)**

**Date)**

To: The Guam Land Use Commission (*GLUC*)  
Territory of Guam

In accordance with the provisions of Chapter 1, Title VI Civil Code of the Territory of Guam, the undersigned given notice to the Commission of the Developer's intention to \_\_\_\_\_ the condominium units herein after described.

**BY:**

**1. DEVELOPER**

- (a) If corporation, name, title and address of officers:
  
  
  
  
  
  
  
  
  
  
- (b) If partnership or joint venture, name, title, address and telephone of members:
  
  
  
  
  
  
  
  
  
  
- (c) If individual, name, address and telephone:
  
  
  
  
  
  
  
  
  
  
- (d) Others:

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**2. NAME OF PROJECT.**

**3. STATUS OF PROJECT.**

- (a) Has construction of project begun? \_\_\_\_\_
- (b) If not, when will it start? \_\_\_\_\_
- (c) If work concerned:
  - (1) Give date work begun on project. \_\_\_\_\_
  - (2) What percentage has been completed to date? \_\_\_\_\_
  - (3) What is the estimated date of completion? \_\_\_\_\_
- (d) If project completed:
  - (1) Give date of completion. \_\_\_\_\_
  - (2) What number or percentage of units sold to date, if any? \_\_\_\_\_
  - (3) When did sale commence? \_\_\_\_\_

**4. LOCATION, LEGAL DESCRIPTION, BUILDING SETBACK, RECORDATION:**

- (a) Address \_\_\_\_\_
- (b) Land area \_\_\_\_\_
- (c) Lot, Block, Tract \_\_\_\_\_
- (d) Zoning \_\_\_\_\_
- (e) Building Setback \_\_\_\_\_
- (f) Number parking stalls available \_\_\_\_\_
- (g) Master Deed or Master Lease \_\_\_\_\_
- (h) Date of Recording \_\_\_\_\_
- (i) Recording Data \_\_\_\_\_

**5. UNITS TO BE SOLD:**

- (a) Total Number \_\_\_\_\_
- (b) Number of Floors \_\_\_\_\_
- (c) Type \_\_\_\_\_
- (d) Floor Area of each unit \_\_\_\_\_
- (e) If furnished, name of appliances, equipment, etc. (*attach schedule*).  
\_\_\_\_\_

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**5. UNITS TO BE SOLD:**

- (a) Total Number \_\_\_\_\_
- (b) Number of Floors \_\_\_\_\_
- (c) Type \_\_\_\_\_
- (d) Floor Area of each unit \_\_\_\_\_
- (e) If furnished, name of appliances, equipment, etc. (*attach schedule*).

**6. ARCHITECT/ENGINEER: (Name, address and telephone)**

Guam Registration Number \_\_\_\_\_

**7. ATTORNEY REPRESENTING DEVELOPER: (Name, address and telephone)**

**8. ESCROW DEPOSITORY OR CLIENTS ACCOUNT:**

- (a) Will the purchasers' funds be placed in a neutral escrow depository?
- (b) What is the name of the depository?
- (c) Will the purchasers' funds be placed in a client's trust fund?
- (d) Give the proposed name of the designation of the account.
- (e) If neither of the above is applicable, where will the purchasers' deposits be kept? (*Give details*)  
\_\_\_\_\_  
\_\_\_\_\_
- (f) Will the purchasers' money prior to consummation of unit sale and occupancy be expended for any other project without their knowledge?
- (g) Will the purchasers' money be refunded?
- (h) How soon?
- (i) Will the purchasers receive interest on the money for the period it was held?
- (j) What rate of interest?

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**9. TITLE. (*Title Insurance, Abstract, Certificate, others*)**

- (a) Type \_\_\_\_\_
- (b) Date Issued \_\_\_\_\_
- (c) Name of firm who issued certificate. \_\_\_\_\_

**10. OWNERSHIP OF TITLE OF LAND.**

- (a) Individual: (*Name, address, and telephone*)
  
  
  
  
  
  
  
  
  
  
- (b) If corporation: (*Name, title and address of officers*)
  
  
  
  
  
  
  
  
  
  
- (c) Others:

**11. ENCUMBRANCES AGAINST LAND AND BUILDING: (*Mortgages, leases, loans, etc.*)**

Describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. FINANCE.**

Do you have a program of financing project, including any financing commitment?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**13. CONSTRUCTION.**

- (a) If construction has not been completed, name of contractor. \_\_\_\_\_  
\_\_\_\_\_
- (b) Completion date. \_\_\_\_\_
- (c) Name of firm who issued certificate. \_\_\_\_\_  
\_\_\_\_\_
- (d) Is this contract for the full project as shown in your building plans and specification? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (e) Building Permit Number \_\_\_\_\_
- (e) Bonds. (*Type, amount, surety, oblige(s), coverage.*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (g) What is contractor's obligation after building is completed? Is there a Building Warranty?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**14. MANAGEMENT AND OPERATION.**

- (a) When is purchaser to assume maintenance costs?
- (b) Who is to pay for monthly maintenance fees on unsold (initial sale) units?