

# Request for Proposal

## Reserve study

Please complete this form and return it to our office. Be as detailed as possible. The more information we are able to obtain, the more accurate our proposal will be. If using the Adobe form fill feature, save to your computer first, then attach to email and send to us.



Offices nationwide

Reserve studies since 1982

New Mexico Office

(877) 304-6700

FAX (805) 715-0586

[www.reservestudyusa.com](http://www.reservestudyusa.com)

[info@reservestudyusa.com](mailto:info@reservestudyusa.com)

1	Date proposal needed	<input type="text"/>
	Site Inspection Required	<input type="text"/> (yes or no)
	Date reserve study needed	<input type="text"/>
	How did you hear about us?	<input type="text"/>
	Special comments / issues / concerns about reserve study	<input type="text"/>

2	<b>Contact Information</b>					
	Association Name		<input type="text"/>	Phone	<input type="text"/>	
	Contact Name:		<input type="text"/>	FAX	<input type="text"/>	
	Association Site Address		<input type="text"/>	Email	<input type="text"/>	
	City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
	Management Company Name		<input type="text"/>	Phone	<input type="text"/>	
	Mailing Address		<input type="text"/>	FAX	<input type="text"/>	
	City	<input type="text"/>	State	<input type="text"/>	Zip	<input type="text"/>
				Email	<input type="text"/>	
					<input type="text"/>	

3	<b>Property / Association Description</b>			Type:
	# of Lots / Units	<input type="text"/>	<input type="checkbox"/> Condominium/Co-op	<input type="checkbox"/> Association maintains building exteriors
	Year built (approximately)	<input type="text"/>	<input type="checkbox"/> Townhomes	<input type="checkbox"/> # of buildings
	Fiscal year begins	<input type="text"/>	<input type="checkbox"/> Planned Development	<input type="checkbox"/> # of stories
	Date of last reserve study	<input type="text"/>	<input type="checkbox"/> Commercial	

4	<b>Description of Major Amenities</b>		Use additional page if necessary
	Description	Quantity	Comments
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	Other Notes:		

Offices	<b>Arizona</b>	60 E. Rio Salado, Suite 900, Tempe, Arizona 85282	(480) 478-0511
	<b>California</b>	1891 Goodyear Ave., Suite 614, Ventura, California 93003	(805) 658-8007
	<b>Florida</b>	201 South Biscayne Blvd., 28th Floor, Miami, Florida 33131	(877) 304-6700
	<b>New England</b>	225 Cedar Hill St, Ste 200, Marlborough, MA 01752	(508) 630-2212
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