## **Request for Proposal**

Reserve study

Date proposal needed Site Inspection Required

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** 

1	How did you hear about us? Special comments / issues / concerns about reserve study	(877) 304-6700  FAX (805) 715-0586  www.reservestudyusa.com info@reservestudyusa.com	
	Contact Information Association Name Contact Name: Association Site Address City State  Management Company Name Mailing Address City State	Phone FAX Email Web  Phone FAX  Zip  Phone FAX  Email	
3	Year built (approximately) Townhom	evelopment # of stories	
4	Description of Major Amenities  Description  Other Notes:	Quantity Comments  Comments	
ices	Arizona 60 E. Rio Salado, Suite 900, Tempe, Arizona 85282 California 1891 Goodyear Ave., Suite 614, Ventura, California 93003 Florida 201 South Piscoura Phyl. 28th Flory Miami, Florida 23121	(480) 478-0511 (805) 658-8007	<u>-</u>

(yes or no)

New England

225 Cedar Hill St, Ste 200, Marlborough, MA 01752 2150 S 1300 E, Suite 500, Salt Lake City, Utah 84106 (508) 630-2212 (801) 839-4371

roperty detail - this page opti	onal						
Building Type / Name Condominium Clubhouse Parking Garage Guardhouse Maintenance Building Pool Equip Building Pool House		Square Feet	Plans Available?			Comments	
Tennis Shop							
Golf Pro Shop							
Roofs Roofs Gutters/Downspouts Paint, Exterior Decks/Balconies Utility Doors Heat, Air Conditioning Lighting Garage Doors Car Ports Underground Parking Parking Structure Patio Fence	Grounds  Asphalt/Parking Trash Enclosures Fences/Walls Gates Security Cameras Lighting Monuments/Signs Mail Boxes Landscape/Irrigation Water Features		Building Interior  Lobbies Hallways Stairwells Elevators Kitchen Appliances Entry System Cooling Towers Chillers Fitness Center Boilers Hot Water Heaters Laundry Equipment		ees	Site Amenities  Swimming Pool Sports Courts Playgrounds Docks/Boat Slips Lakes/Ponds Parks Vehicles	
Unit Type/Name	Quantit	y # of E	Bedrooms	# of Baths	SF	De	scription

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Annual Budget
Financial statements
CC&R's (maintenance responsibility section only)
Site Map
Building Plans
Existing Reserve Study
California Form DRE 623 (California associations only)

Yes	No