



## Request for Proposal of Work

### Requestor:

Name of Association \_\_\_\_\_ Date \_\_\_\_\_

Physical Address \_\_\_\_\_

Requestor's Name \_\_\_\_\_

Management Company \_\_\_\_\_

Street Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Service Requested:

<input type="checkbox"/>	Full Service Reserve Study with on-site inspection
<input type="checkbox"/>	Reserve Study Update with on-site inspection (current clients)
<input type="checkbox"/>	Reserve Study Update without on-site inspection (current clients)
<input type="checkbox"/>	Reserve Study Update with on-site inspection using previous firms study
<input type="checkbox"/>	Condition Study, Clerk of the Works, Other: Please describe below.

### Property Description & Information:

Age of Property \_\_\_\_\_

Number of Phases \_\_\_\_\_

Ages of Phases: \_\_\_\_\_

Number of Buildings \_\_\_\_\_

Number of Units \_\_\_\_\_

Condominiums/Townhouses \_\_\_\_\_

Single Family Homes/PUD \_\_\_\_\_

High-Rise Building(s) \_\_\_\_\_

Mid-Rise Building(s) \_\_\_\_\_

Other: \_\_\_\_\_

Fiscal Year \_\_\_\_\_

### Amenities & Facilities:

<input type="checkbox"/>	Central Systems (hot water, heating/cooling systems)
<input type="checkbox"/>	Clubhouse
<input type="checkbox"/>	Elevators
<input type="checkbox"/>	Garages/Carports
<input type="checkbox"/>	Pool Area
<input type="checkbox"/>	Sewer Treatment
<input type="checkbox"/>	Tennis Courts
<input type="checkbox"/>	Vehicles/Equipment
<input type="checkbox"/>	Other: Please describe below.

Is the Association responsible for:

Roofs **YES / NO**

Windows **YES / NO**

Other: **YES / NO**

Is there an existing study available? **YES / NO**

If yes, who prepared it?

Please make note here (or in an accompanying email/document) regarding any history of the property's components relevant to the service being requested. For example: roof leaks in bldg A, wood rot in pool clubhouse, etc. Thank you!