



**ONSITE**  
Engineering

To be completed by OE:	
Proposal submitted:	
Project Fee:	
Project #:	

## REQUEST FOR RESERVE STUDY PROPOSAL

**TYPE OF STUDY:**  RESERVE STUDY  RESERVE STUDY UPDATE  TRANSITION STUDY  OTHER

When do you need Proposal? \_\_\_\_\_

Target Completion date for Study: \_\_\_\_\_

Your Name: \_\_\_\_\_

Property Manager  HOA Member

Your email: \_\_\_\_\_

Your phone: \_\_\_\_\_

Alt. phone: \_\_\_\_\_

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

Association name: \_\_\_\_\_

Property Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Type of Community:**

Condominiums  Townhomes

Single Family  Mixed  Other

Age/Year Built: \_\_\_\_\_

# of total buildings: \_\_\_\_\_

# of total units: \_\_\_\_\_

# of stories: \_\_\_\_\_

Foundations:  Basement  Crawl Space  
 Slab  Other

Are the Streets:  Public  Private

Are plans/drawings available?  Yes  No

<i>We appreciate referrals!</i>	
Your referral source:	
<input type="checkbox"/> Repeat Client	<input type="checkbox"/> Association Directory
<input type="checkbox"/> Mailing	<input type="checkbox"/> Advertising <input type="checkbox"/> Web Search
Referral from: _____	

**On the Reverse side of this form, please identify ALL common building elements and amenities for which the Association is financially responsible to repair or replace:**

**Site Elements**

- Asphalt pavement
- Concrete pavement
- Curbs and sidewalks
- Walkways between units
- Perimeter Fencing
- Patio/Privacy Fencing
- Street Lights
- Street Signs
- Exterior Mailboxes
- Retention Ponds
- Retaining Walls
- Entrance Monument: # \_\_\_\_\_
- Guard House
- Entrance Gates
- Gazebos
- Bridge
- Landscaping Lighting

**Exterior Building Elements**

- Roofing:  
Type: \_\_\_\_\_
- Gutters & Downspouts
- Exterior:  
Type: \_\_\_\_\_
- Unit Doors
- Unit Windows
- Balconies
- Wood Decks

- Stairways
- Common Area Doors
- Common Area Windows
- Ext. Building Lighting
- Shutters
- Awnings

**Interior Building Elements**

- Lobby # \_\_\_\_\_
- Hallways
- Stairwells
- Interior Mailboxes
- Interior Unit Doors

**Mechanical Elements**

- Common Area HVAC
- Central HVAC
- Fire Suppression System
- Emergency/Exit Lighting
- Common Hot Water System
- Common Plumbing
- Elevators # \_\_\_\_\_
- Trash Compactor
- Fountain Pump
- Landscaping Irrigation System
- Other:  
\_\_\_\_\_

**Recreational Elements**

- Swimming Pool # \_\_\_\_\_

- Spa/Hot tub
- Clubhouse: square ft.: \_\_\_\_\_
- Clubhouse kitchen
- Meeting Room
- Fitness Facility
- Theater Room
- Walking Trails
- Tennis Courts
- Playground
- Basketball/Volleyball

**Parking Elements**

- Parking Garage: # Levels: \_\_\_\_
- Parking Garage Fire Suppression
- Parking Garage Elevator
- Parking Garage Gates
- Parking Garage Roll Up Doors
- Covered Parking
- Carports
- Attached Unit Garage Doors

**Miscellaneous Elements**

- Laundry Facility
- Management Office
- Flagpoles
- Storage Areas
- Other: \_\_\_\_\_