RESERVE STUDY PRE-BID FORM

Organization Name: _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Total Square Footage: _____ Number of Buildings: _____

Are all buildings of same size and type? ☐ No ☐Yes

If not, how many different sizes and types? _____

Number of Stories: ☐ 1 – 3 ☐ 4 – 5 ☐ More than 5

Does the Association have responsibility for any of the following:

☐ Courtyard ☐ Restrooms ☐ Carports ☐Parking Lots ☐Parking Garage ☐ Kitchen

Does the Organization include a Sub-Association: ☐ No ☐ Yes
If so, how many? _____

Are separate spreadsheets required? (Club Membership, etc.): ☐No ☐ Yes
If so, how many? _____

Type of Study Requested:

☐ Level 1 - Full Initial Study ☐ Statutory Minimum Level 1

☐ Level 2 - Update with a site visit ☐ Statutory Minimum Level 2

☐ Level 3 – Update without a site visit ☐ Statutory Minimum Level 3

Additional Services Requested:

☐ Presentation to Board

☐ Hardcopy of the report mailed via USPS Priority Mail

☐ CD-Rom with a copy of Reserve Studies

☐ **Rush Order** - Our normal expected delivery time for a reserve study is 8 – 12 weeks after contract signature. If the study is required earlier, what is the required date?_____

Property Representative Name: _____

Property Representative Firm: _____

Property Representative Phone: _____

Property Representative E-mail: _____

Billing Address: _____

_____