

Property Name _____ Date _____
 Property Address _____ City _____ State _____ Zip _____
 Management Company or Owner _____
 Company Address _____ City _____ State _____ Zip _____
 Community Manager's Name _____ Email _____
 Tel _____ Ext _____ Fax _____
 On Site Contact _____ Tel _____

STUDY TYPE REQUESTED

- Level I Reserve Study (New Capital Reserve Study with on-site observation)
- Level II Update Reserve Study (Update Reserve Study with on-site observation)
- Level III Annual Reserve Study Update (Update with NO on-site observation)
- Transition Warranty Inspection for New Communities

PERTINENT EXISTING DATA (The availability of building and site plans is important in allowing us to provide your community with the best price!)
 Plans Available? No Yes Type of Plans? Building Site to scale Site not to scale Previous Reserve Study? No Yes Year _____

TYPE of COMMUNITY or FACILITY

Community Type: Condominium HOA Cooperative Timeshare Resort Golf Course/Country Club Religious/Educational
 Building Data: # Buildings _____ # Stories _____ # Units _____ Is Facility Access Controlled? No Yes
 Year Built _____ If Conversion, Yr. Converted _____ Built in Phases? From (yr) _____ to _____
 Building Type: Garden style Townhouse High-Rise Mid-Rise Single Family Duplex Other _____
 Occupancy Type: Residential Office Institutional Retail Are The Buildings Identical? No Yes

COMMON SITE FEATURES or AMENITIES (Indicate if item is to be included in Reserve Study)

- All roads Some roads Parking areas Curb & gutter Sidewalks Entrance feature
- Fences Mailboxes Site lighting Signage Fountains Retaining walls
- Pool (outdoor) Tot lots Tennis courts Ball courts Sports fields Irrigation system
- Garages Gazebos Trails/paths Footbridges Pump station Storm water system
- Guard house Boardwalks Bulkheads Boat/RV lots Piers Boat docks #Slips _____
- Clubhouse/Community building (size) _____ s.f. # Stories _____ Maintenance building
- Other _____ Other _____

COMMON EXTERIOR BUILDING FEATURES (Check here if this section pertains only to the Clubhouse or Community Building)

Roof Flat Material _____ Age _____ Means of access _____
 Pitched Material _____ Age _____ Means of access _____
 Exterior Surface Brick Stucco Siding (material) _____
 Fenestration Doors Windows Decks Balconies (material) _____
 Foundation Basement Crawlspace Slab Underground parking garage # Levels _____

COMMON INTERIOR BUILDING FEATURES (Check here if this section pertains only to the Clubhouse or Community Building)

Lobbies Corridors Stair halls Storage rooms Laundry rooms Management office
 Pool (Indoor) Exercise Room Fitness equip. Locker rooms Bathrooms Kitchen (Large) Kitchen (Small)
 Elevators # _____ Central HVAC Cooling towers Plumbing risers Electric service Mechanical room
 Entry system Video security Fire alarm Fire sprinklers Generator Trash compactors # _____
 Other _____ Other _____

Existing problems: _____

Date proposal is needed: ___/___/___ Current Reserve Balance: \$ _____ Annual Reserve Contribution: \$ _____

millerdodson ASSOCIATES assumes the right to rely on the information submitted on the above Property Information Form as the basis for our proposal. A consultant will contact you for additional information if needed. Thank you for considering us!