

Property Name _____ Date _____
 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) Accompanying List of Recommended Repairs Option*
 *with Level I and Level II only
- 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 (NOTE: 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 _____ _____ _____

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!