

## NOTES ON COMPLETING THE PROPERTY INFORMATION FORM

The Property Information Form typically covers sufficient details for us to be able to prepare a proposal for a Replacement Reserve Study for most properties. Very large properties or otherwise unique properties may require a phone follow-up to ascertain further details.

To expedite our processing of your request and to allow us to offer the best possible price to you community for our Studies, please note the importance of the following items when completing the form.

- ❖ **Physical address of property** - an exact address, a street name, or an intersection within the community. This information gives us the ability to access an online aerial view of the property.
- ❖ **Number of units** - this information gives us a better idea as to the size of the community or facility.
- ❖ **Buildings identical or very similar** - similar buildings require less field measurement work.
- ❖ **Pitched and flat roofs** - please indicate how do we gain access to the roof.
- ❖ **Garages** - are they separate buildings or under the building (if under, indicate number of levels).
- ❖ **Plans available** - if "to-scale" site and building plans are available, it reduces our field time measuring the streets, parking areas, and walks. (A typical to-scale plan measures approximately 20" X 30" and includes detailed information and a *measurement scale*.)
- ❖ **Date proposal is needed** - if needed for a board meeting on a certain date, please indicate the date to ensure your proposal is received by or before that date. If no date is given, we generally submit a proposal within three weeks of receiving a completed property information form.