

Michigan Reserve Associates • Voice/Fax (734) 661-1259

Contact Information (This is Where Our Proposal Will be Sent)

Name: _____
Affiliation: Condo Association Management Company Other _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Day Phone: _____ Fax: _____ Email: _____
Proposal Needed By: _____
Deliver Proposal By: U.S. Mail Email Fax

Type of Reserve Study (See www.MichiganReserveAssociates.com for Descriptions)

Full Reserve Study Update With Site Visit Update/No Site Visit
If Previous Reserve Study Has Been Performed: By Who? _____ When? _____

Association Information

Association Name: _____ Website: _____
On-Site Mailing Address/Specific Unit Address (to Pull Up an Aerial Map and Mapquest Directions):
(Street Address Continued) _____
City: _____ State: _____ Zip: _____
Name of Board President: _____ # of Board Members: _____

Physical Information

Year Built: _____ Number of Units/Lots: _____
Was the Project Built in Phases? Yes No
Was the Project Converted to Condo Use From Co-Op/Apartment Use? Yes No
Type: Townhouse High-rise
Ownership: Condo Co-Op HOA Timeshare

Mark Below Only Items Which Are the Responsibility of the Association

Common Area Site Info

_____ # of Outdoors Pools
_____ # of Indoor Pools
_____ # of Clubhouses
_____ # Tennis Courts
_____ # of Playgrounds
_____ # of Ponds/Lakes
_____ Streets a Reserve Item (Yes/No)?
_____ Walls/Fences a Reserve Item (Yes/No)?
_____ Sprinkler System a Reserve Item (Yes/No)?

Common Area Building Information

_____ # of Residential Buildings
_____ # of Stories (if High-rise)
_____ # of Elevators
_____ # of Carports/Garages
_____ Balconies/Decks a Reserve Item (Y/N)?
_____ Windows/Doors a Reserve Item (Y/N)?
_____ Other (List Below)

Are a Full Set of Building Drawings Available? Yes No

Financial Information

Fiscal Year End: _____ Average Unit Sales Price: \$ _____
Annual Operating Budget: \$ _____ # of Reserve Accounts: _____