

## Reserve Study Proposal Questionnaire

Please fax completed form to 828-726-1664

<b>Person requesting proposal</b>	
Mr. or Ms. _____	Date Proposal Needed: _____
Management Company (if applicable) _____	
Mailing Address: _____	City: _____ State: _____ Zip: _____
Phone ( ) _____	Fax ( ) _____ Mobile ( ) _____
E-Mail: _____	
Onsite Contact person: _____	Phone ( ) _____
<b>Property Information</b>	
Legal Property Name: _____	
Board President: _____	Phone ( ) _____
Mailing Address: _____	City: _____ State: _____ Zip: _____
County _____	Are the original site plans available for review? Yes No

**Please check boxes and fill in the blanks where appropriate.**

Building Information	Elements Maintained by Association
Year(s) Built _____ Number of Acres _____	_____ Sq. ft. of Clubhouse(s) (approximate)
Total # of Units _____ Total # of Buildings _____	_____ Sq. ft. of Pool House(s) (approximate)
Are Buildings Identical? Yes No	_____ # of Pond(s) or Lake(s)
<b>Type of dwelling buildings</b>	_____ # of Playground(s)
High-rise _____ (stories) Townhouse _____ Single _____	_____ # of Pool(s)
<b>Roof Type</b>	_____ # of Tennis Court(s)
Sloped _____ Flat _____	_____ # of Gate House(s)
Asphalt Shingles _____ Metal _____ Slate _____ Other _____	_____ Laundry Room
<b>Exterior Siding</b>	_____ Streets
Brick _____ Vinyl _____ Stucco _____ Wood _____ Other _____	_____ Fences
<b>Foundation Type</b>	_____ Retaining Walls
Crawlspace _____ Basement _____ Slab _____	_____ Landscaping
Don't Know _____	_____ Other

Please list any specific concerns: \_\_\_\_\_

\_\_\_\_\_

Would you like for us to evaluate the sidewalks and the curbing Yes No

Have there been prior Reserve Studies? Yes No

How did you hear about us? \_\_\_\_\_

