



# COMMERCIAL/INDUSTRIAL PROPERTY REQUEST FOR PROPOSAL

**PLEASE PROVIDE AS MANY DETAILS AS POSSIBLE FOR THE MOST ACCURATE BID**

**PROPERTY:**

name:		
address / cross streets:		
city / state / zip code:		
contact name(s):		
contact unit number / address:		
contact email:		
contact phone number(s):	home (    )	office (    )
	cell (    )	fax (    )

**MANAGEMENT  
COMPANY (IF  
APPLICABLE):**

name:		
address:		
city / state / zip code:		
contact name(s):		
contact email:		
contact phone number(s):	home (    )	office (    )
	cell (    )	fax (    )

**MAIL / EMAIL  
PROPOSAL TO:**

name / email address		
street address:		
city / state / zip code:		

Check as many quotes as applicable and /or desired:

**TYPE  
OF  
STUDY:**

- (1) **Complete RSI Study:** *must be performed if never done before; includes site visit & color photos of most components*
  - (2) **Update RSI Study with Site Visit:** *based on Component Inventory <sup>(a)</sup> from previous RSI Study – includes Condition Assessment <sup>(c)</sup>*
  - (3) **Update RSI Study without Site Visit:** *based on Component Inventory <sup>(a)</sup> from previous RSI Study <sup>(b)</sup>*
  - (4) **Update non-RSI Study with Site Visit:** *based on Component Inventory <sup>(a)</sup> from previous non-RSI Study-includes Condition Assessment <sup>(c)</sup>*
  - (5) **Update non-RSI Study without Site Visit:** *based on Component Inventory <sup>(a)</sup> from previous non-RSI Study <sup>(b)</sup>*
  - (6) **RSI Study Based on Plans:** *for new developments not yet built – based on as-built plans provided to RSI*
- (a) The scope of work will not include any adjustments to the component inventory other than remaining life. If component quantities have changed, there are additional or eliminated components, or discrepancies with the existing component inventory, RSI reserves the right to charge for appropriate adjustments. The client will be advised prior to any adjustments being made. **Non-RSI Study Component Inventory must include component quantities / measurements.**
- (b) Unless advised to the contrary, RSI will reduce the remaining life expectancy of components by the number of years expired since the previous study. This may not present a true reflection of the association's physical & financial condition.

**CAI (Community Associations Institute):** *are you a member? Yes No if no, would you like to receive information? Yes No*

**Litigation:** *past, present, or contemplated re: common area components? describe* \_\_\_\_\_

**Problems/concerns:** *describe* \_\_\_\_\_

**Other relevant information:** \_\_\_\_\_

**How did you hear about RSI?**    repeat customer – colleague – friend – ad – publication - sales rep - internet search

Fax, email, or mail this completed form to:

Reserve Studies Incorporated  
17315 Studebaker Road, Suite 213  
Cerritos, CA 90703

Tel: (800) 485-8056  
Fax: (800) 485-8057  
Email: [Info@ReserveStudiesInc.com](mailto:Info@ReserveStudiesInc.com)  
Website: [www.ReserveStudiesInc.com](http://www.ReserveStudiesInc.com)

UNITS	number of units in total:	
	type:	# of buildings maintained by POA
		Type: Conventional/tilt-up - Material; wood/concrete/steel
		ANY BUILDINGS NOT MAINTAINED BY POA?
		Use: Residential/ Commercial/ Mixed
		# of stories above ground
BUILDINGS	Total number:	
STORIES	number above ground	
ELEVATORS	number	
POOLS / SPAS	number	
DECORATIVE FOUNTAINS	describe:	number
STREAMS / LAKES	describe:	number
WATERFALLS	describe:	number
COMMON AREAS	small – picnic table / bench: number	
	medium - ramada / bbq / table / bench: number	
RECREATION ROOMS	number <input type="text"/>	total sq footage (approx.)
KITCHENS	Com. number <input type="text"/> Res. number <input type="text"/>	total sq footage (approx.)
MEETING ROOMS	number <input type="text"/>	total square footage (approximate)
GYMS	number <input type="text"/>	total square footage (approximate)
LOBBIES	number <input type="text"/>	total square footage (approximate)
OFFICES	number <input type="text"/>	total square footage (approximate)
GUARDBOUSES	number	
LAUNDRY ROOMS	number	
RESTROOMS	number	
STEAM ROOMS	number	
SAUNAS	number	
FIRE SUPRESSION	Sprinklers yes /no	Maintained by POA yes /no
WATER HEATERS	POA MAINTAINED	large (51+ gallons): number
		boilers (including storage tanks & related equipment): number
AIR CONDITIONING	POA MAINTAINED	small (for internal hallways, lobbies, rec rooms, etc.): number
		large (cooling towers / chillers – for units): number
GENERATORS	number	
YEAR BUILT	years (approximate)	
CONVERSION	converted from apartment or coop	
STREETS	maintained by association	
PARKING LOTS	maintained by association	
FENCING	type: concrete block wrought iron tube steel wood chain link pvc	
PARKING	type: beneath open carports private garages	
LANDSCAPING	type: hillside extensive areas small areas	
OTHER		