



REQUEST FOR PROPOSAL

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

ASSOCIATION:

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:

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:

- (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^(a) from previous RSI Study – includes Condition Assessment^(c)*
- (3) **Update RSI Study without Site Visit:** *based on Component Inventory^(a) from previous RSI Study^(b)*
- (4) **Update non-RSI Study with Site Visit:** *based on Component Inventory^(a) from previous non-RSI Study-includes Condition Assessment^(c)*
- (5) **Update non-RSI Study without Site Visit:** *based on Component Inventory^(a) from previous non-RSI Study^(b)*
- (6) **RSI Study Based on Plans:** *for new developments not yet built – based on as-built plans provided to RSI*

TYPE OF STUDY:

- (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? _____

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
Website: www.ReserveStudiesInc.com

UNITS	number of units in total:	
	type:	# that are apartment style (2+ stories, stacked)
		# with internal common hallways (not exposed to exterior)
		# that are townhouse (no units above or below)
		# single family homes (exteriors maintained by assn)
		# single family homes (exteriors not maintained by assn)
	# high rise (above 5 stories)	
BUILDINGS		number
STORIES		number above ground
ELEVATORS		number
POOLS		number
SPAS		number
DECORATIVE FOUNTAINS	describe:	number
STREAMS	describe:	number
WATERFALLS	describe:	number
LAKES	describe:	number
PARKS		small - play structure only: number
		medium - play structure / ramada / bbq / table / bench (one of each): number
		large - play structure / ramada / bbq / table / bench (multiple of each): number
TENNIS COURTS		number
BASKETBALL COURTS		number
VOLLEYBALL COURTS		number
RACQUETBALL COURTS		number
RECREATION ROOMS	number <input type="text"/>	total square footage (approximate)
KITCHENS	number <input type="text"/>	total square footage (approximate)
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
WATER HEATERS		small (1 – 50 gallons): number
		large (51+ gallons): number
		boilers (including storage tanks & related equipment): number
AIR CONDITIONING		small (for internal hallways, lobbies, rec rooms, etc.): number
		large (cooling towers / chillers – for units): number
GENERATORS		number
AGE		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		