



MICHIGAN \* FLORIDA

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## Budget Review Proposal Request Form Date of Request \_\_\_\_\_

Project Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Management Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Extension: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Manager's Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 How did you hear about us? \_\_\_\_\_

# of Units: \_\_\_\_\_ # of Building: \_\_\_\_\_ # of Unique styles/designs: \_\_\_\_\_ Years Built: \_\_\_\_\_  
 # of Stories: \_\_\_\_\_ Entity:  Condominium  Cooperative  Timeshare Other: \_\_\_\_\_  
 Types of Units:  Apartment Building  Town house  High-rise  Other: \_\_\_\_\_  
 Next Board Meeting: \_\_\_\_\_ Fiscal Year End: \_\_\_\_\_ Current Reserves: \_\_\_\_\_  
 Unit Market Value: \_\_\_\_\_ Prints Available: Y/N **Please Send Site Map or Foot Print with Proposal**  
 Prior Projections: Yes/No Does past study include detailed measurements Yes/No Performed By: \_\_\_\_\_  
 If past measurements and projections available: Do you want us to use this Yes/No Remeasure: Yes/No  
 Board has predetermined elements they wish to reserve, nothing else is to be included. List is attached or see below.  
 Board wishes to include the items marked below. Please review our governing documents for other possible liabilities.

<p><b>Recreation/Office Buildings</b></p> <p><input type="checkbox"/> Recreation Building Exterior  <input type="checkbox"/> sm <input type="checkbox"/> med <input type="checkbox"/> lrg</p> <p><input type="checkbox"/> Recreation Building Interior  <input type="checkbox"/> restrooms <input type="checkbox"/> kitchen <input type="checkbox"/> Meeting Rooms  <input type="checkbox"/> fitness <input type="checkbox"/> saunas # _____</p> <p><input type="checkbox"/> Offices <input type="checkbox"/> attached <input type="checkbox"/> detached  <input type="checkbox"/> sm <input type="checkbox"/> med <input type="checkbox"/> lrg</p> <p><input type="checkbox"/> Maintenance Building(s) _____  <input type="checkbox"/> Cabana Building(s) _____  <input type="checkbox"/> Gazebo(s) _____</p> <p><b>Recreation Facilities</b></p> <p><input type="checkbox"/> Pool(s) # Indoor: _____ # Outdoor _____  <input type="checkbox"/> furniture <input type="checkbox"/> fence <input type="checkbox"/> BBQ  <input type="checkbox"/> solar panels <input type="checkbox"/> cover</p> <p><input type="checkbox"/> Spas/waders # _____  <input type="checkbox"/> Tennis courts # _____  <input type="checkbox"/> Volleyball <input type="checkbox"/> racquetball <input type="checkbox"/> basketball  <input type="checkbox"/> Baseball diamonds # _____  <input type="checkbox"/> Shuffleboard <input type="checkbox"/> Bleachers  <input type="checkbox"/> Play equipment # _____  <input type="checkbox"/> Putting greens <input type="checkbox"/> Par courses  <input type="checkbox"/> Shoreline <input type="checkbox"/> Marina <input type="checkbox"/> Docks # _____  <input type="checkbox"/> Beachfront sand  <input type="checkbox"/> Waterscapes # _____  <input type="checkbox"/> Fountains # _____  <input type="checkbox"/> Bridges  <input type="checkbox"/> Pedestrian # <input type="checkbox"/> Vehicular, # _____  <input type="checkbox"/> Subterranean parking  <input type="checkbox"/> Mailboxes: <input type="checkbox"/> individual <input type="checkbox"/> clustered</p>	<p><b>Streets and Grounds</b></p> <p><input type="checkbox"/> Private Streets <input type="checkbox"/> Alleys <input type="checkbox"/> Driveways  <input type="checkbox"/> Parking Lots # _____  <input type="checkbox"/> Street signs <input type="checkbox"/> Street lighting  <input type="checkbox"/> Bike/walking paths _____  <input type="checkbox"/> Equestrian paths _____  <input type="checkbox"/> Path lighting: <input type="checkbox"/> min <input type="checkbox"/> avg <input type="checkbox"/> major  <input type="checkbox"/> Monument signs # _____  <input type="checkbox"/> Directory signs <input type="checkbox"/> Park benches  <input type="checkbox"/> Irrigation system <input type="checkbox"/> Tree trimming  <input type="checkbox"/> Major slopes _____  <input type="checkbox"/> Retaining walls _____  <input type="checkbox"/> minimal <input type="checkbox"/> medium <input type="checkbox"/> major</p> <p><input type="checkbox"/> Common area fencing  <input type="checkbox"/> perimeter <input type="checkbox"/> (#) _____ areas on grounds  <input type="checkbox"/> Security gates <input type="checkbox"/> Phone entry  <input type="checkbox"/> Guard houses, # _____</p> <p><b>Building Exteriors</b></p> <p># of unique building styles: _____  <input type="checkbox"/> Roofing: <input type="checkbox"/> flat <input type="checkbox"/> shake <input type="checkbox"/> shingle  <input type="checkbox"/> low slope <input type="checkbox"/> single ply  <input type="checkbox"/> Siding: <input type="checkbox"/> stucco <input type="checkbox"/> wood <input type="checkbox"/> vinyl  <input type="checkbox"/> brick <input type="checkbox"/> alum <input type="checkbox"/> steel  <input type="checkbox"/> Paint: _____</p> <p><input type="checkbox"/> decks <input type="checkbox"/> balconies <input type="checkbox"/> patios <input type="checkbox"/> lanais  <input type="checkbox"/> sidewalks <input type="checkbox"/> railings <input type="checkbox"/> windows <input type="checkbox"/> doors  <input type="checkbox"/> garage doors <input type="checkbox"/> lighting <input type="checkbox"/> awnings <input type="checkbox"/> shutters  <input type="checkbox"/> garages <input type="checkbox"/> carports</p>	<p><b>Building Interiors</b></p> <p><input type="checkbox"/> Lobbies <input type="checkbox"/> Hallways <input type="checkbox"/> Furniture  <input type="checkbox"/> Carpeting <input type="checkbox"/> window coverings <input type="checkbox"/> floor tile  <input type="checkbox"/> wallpaper <input type="checkbox"/> painting <input type="checkbox"/> lighting <input type="checkbox"/> wall tile  <input type="checkbox"/> cabinets <input type="checkbox"/> counters <input type="checkbox"/> appliances <input type="checkbox"/> doors  <input type="checkbox"/> stairwells <input type="checkbox"/> elevators <input type="checkbox"/> plumbing fixtures  <input type="checkbox"/> Activity rooms, _____  <input type="checkbox"/> Guestrooms, # <input type="checkbox"/> Caretaker Units, #  <input type="checkbox"/> Restrooms, # <input type="checkbox"/> Laundries, #</p> <p><b>Timeshare Interiors</b></p> <p><input type="checkbox"/> # marketed styles _____  <input type="checkbox"/> # unique designs _____</p> <p><b>Equipment/Other</b></p> <p><input type="checkbox"/> Air conditioners <input type="checkbox"/> heaters <input type="checkbox"/> furnaces  <input type="checkbox"/> boilers <input type="checkbox"/> water heaters <input type="checkbox"/> water conditioners  <input type="checkbox"/> cooling towers <input type="checkbox"/> chillers <input type="checkbox"/> generators  <input type="checkbox"/> alarm/security panels, _____  <input type="checkbox"/> sump pumps <input type="checkbox"/> wells <input type="checkbox"/> water storage tanks  <input type="checkbox"/> washers _____ <input type="checkbox"/> dryers _____  <input type="checkbox"/> subterranean utilities infrastructure _____</p> <p>_____</p> <p><b>Comments</b></p> <p>_____</p>
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**PLEASE SUBMIT ADDITIONAL NOTES ON SEPARATE SHEET**