

## RESERVE FUND STUDY REQUEST FORM

*Please complete the following form to assist us prepare a Reserve Fund Study Service Proposal and forward the completed form to: Shantel Kalakalo via email to: [shantel@kalham.ca](mailto:shantel@kalham.ca)*

<b>PROPOSAL REQUIRED BY:</b>		<b>STUDY REQUIRED BY:</b>	
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<b>PROPERTY NAME:</b>	
<b>PROPERTY ADDRESS:</b>	
<b>CONDO PLAN NO(S):</b>	
<b>AGE OF PROPERTY:</b>	
<b>NO. OF STOREYS:</b>	
<b>NO. OF BUILDINGS:</b>	
<b>NO. OF UNITS:</b>	

<b>TYPE OF COMPLEX:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>Conventional</b>   <b>Bareland</b>   <b>Managed Bareland</b>   <b>Townhouse</b>   <b>Other _____</b> </td> <td style="width: 50%; vertical-align: top;"> <b>Low-Rise Apartment</b>   <b>High Rise (5-Storeys Or More)</b>   <b>Mixed-Use</b>   <b>Commercial</b> </td> </tr> </table>	<b>Conventional</b>  <b>Bareland</b>  <b>Managed Bareland</b>  <b>Townhouse</b>  <b>Other _____</b>	<b>Low-Rise Apartment</b>  <b>High Rise (5-Storeys Or More)</b>  <b>Mixed-Use</b>  <b>Commercial</b>
<b>Conventional</b>  <b>Bareland</b>  <b>Managed Bareland</b>  <b>Townhouse</b>  <b>Other _____</b>	<b>Low-Rise Apartment</b>  <b>High Rise (5-Storeys Or More)</b>  <b>Mixed-Use</b>  <b>Commercial</b>		

<b>PREVIOUS RESERVE FUND STUDY:</b>	<b>WHEN:</b>		<b>BY WHOM:</b>	
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<b>PROPERTY MANAGEMENT COMPANY:</b>	
<b>PROPERTY MANAGER'S NAME:</b>	
<b>PHONE:</b>	
<b>EMAIL:</b>	
<b>BOARD REPRESENTATIVE'S NAME:</b>	
<b>PHONE:</b>	
<b>EMAIL:</b>	

<b>AS-BUILT DRAWINGS AVAILABLE?</b>	Yes	No
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<b>ROOF DETAILS /ACCESS (CHECK ALL THAT APPLY)</b>	Flat	Access Hatch
	Sloped	Ladder required
	No Access	

<b>PARKING DETAILS (CHECK ALL THAT APPLY)</b>	Surface Parking Lot	Underground Parkade
	Carports	Above-Ground Parking Structure
	Attached Garages	Detached Garages

<b>AMENITIES (CHECK ALL THAT APPLY)</b>	Elevator(s)	Exercise room	Guest Suite
	Hot Tub	Laundry Room	Meeting Room
	Office	Sauna	Social Room
	Swimming Pool	Other: _____	

<b>IF BARELAND:</b>	Asphalt	Curbs
	Fencing	Fire Hydrants
	Landscaping	Light Standards
	Mailboxes	Signage
	Walkways	Other _____

<b>IF MANAGED BARELAND:</b>	<u><b>LIST COMPONENTS THAT ARE INCLUDED:</b></u>
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<b>PROJECT WORK COMPLETED?</b>

<b>CONCERNS TO BE ADDRESSED IN NEXT 5/10 YEARS?</b>

<b>OTHER SERVICES OFFERED (Please Confirm If You Would Like A Quote For Any Of The Following:</b>	
5 Year Board Plan	Annual Report

<b>HOW DID YOU HEAR ABOUT US?</b>