



SBSA, Inc.

Reserve Study Proposal Information Form

Please fax the completed form to: (720) 345-0250 Attn: Judy Palombi
Or email: jpalombi@callsbsa.com

What level of study do you need? (Required)

<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 4
Full reserve study with a site visit	Update study with a site visit	Update study without a site visit	Requires the services of SBSA's professional engineers, contact SBSA for further information.

Required information marked with an (*). Please fill out the form as completely as possible in order to ensure the most accurate and timely proposal possible. Please contact SBSA if you have any questions about this form.

Scheduling Information

*Date:	*Date Proposal Needed:	*Date Reserve Study Needed:

Contact Information

*Association Name:	*Association Address:	*Unit Type (Condo, Townhome, etc.):

*Manager Name:	*Management Company:	Management Company Address:

*Contact Phone #:	Contact Fax #:	*Contact Email:

Name of Board Member	Board Member Contact Information	Date of Next Board Meeting



Other Information

*Are site or building drawings available for our use? Yes No _____

*Is there an existing Reserve Study on file? Yes No If yes, please provide a copy to jpalombi@callSBSA.com

Would you like us to meet to present the study at a board meeting? Yes No Date/Time: _____

Have there been any problems with site or building components? Yes No If yes, please explain below

*Is the community involved in any litigation, including, but not limited to, construction defect litigation? Yes No

If yes, please explain: _____

Contact names and numbers of service and/or maintenance contract providers (i.e. Elevators, Pool, Irrigation, etc.):

Contact Name: _____ Company: _____ Contact #: _____

Contact Name: _____ Company: _____ Contact #: _____

Contact Name: _____ Company: _____ Contact #: _____

Contact Name: _____ Company: _____ Contact #: _____

Additional questions or comments: _____
