



**Reserve Study No-Cost Feasibility Analysis Questionnaire**

Project Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Developer \_\_\_\_\_ Telephone \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

QUESTION		RESPONSE
1.	How large is the site overall (square feet or acres?)	
2.	How many units? What is the total square footage of unit space?	
3.	Number of buildings? How many stories? How many units in each building?	
4.	Any elevators? If so how many?	
5.	What amenities does it have, ie., fitness center, pool, balconies, play areas, parking lots, parking garage, community center?	
6.	Is 100% of the building residential? If not, briefly describe the breakdown of residential to commercial space	
7.	How are the units accessed? ie indoor hallways or exterior unit doors	
8.	What is the age of the complex? (If under construction please put percentage complete and current stage of construction.)	
9.	When was the last renovation, and what was renovated?	
10.	What is your annual operating budget?	
11.	Is any money currently budgeted for reserves/contingencies – if so, how much?	
12.	If you have a separate reserve fund already established, what is its starting balance?	
13.	Do you anticipate contributing funds from future closings to the reserve fund? If yes, please provide estimated amount of funds and timeline for applying them to a reserve fund	
14.	When does your fiscal year begin/end?	
15.	Project engineer, maintenance, or on-site contact information	
16.	Party responsible for billing and billing address, if different than above:	