

J. Hershey Architecture

Consulting Client Questionnaire

*Report Needed By: _____

*Name of Association: _____

*Association Address: _____

*City: _____ State: _____ *Zip: _____

Property Management Firm: _____ Self Managed: Y OR N

*Contact Person(s) Name: _____ *Phone # _____

*Email Address: _____

*Total # of Units within Community? _____

*Number of Buildings within the Community? _____ # of stories _____ # to be reviewed _____

***Check all property components that apply:** Balconies, clubhouse, elevators, fencing, fountains/aerators, garage/parking, golf course, irrigation, lighting, monuments, playground, pool, pond/lake, patios, retaining walls, roofing (age), roofing (type), streets (private), streets (city/county maintained), tennis courts, irrigation well/pump, walking path

*Which items on the buildings are considered "limited common elements" of which the individual unit owner is responsible? _____

*Interior common area components: (List all that apply): _____

Interior common area amenities: _____

*Exterior common area amenities (List all that apply): _____

Site work (pavement and/or landscaping): _____

*Are there specific property components that the Association is concerned about right now? _____

Additional information: _____

*Are construction drawings available for review? Y or N

*Will you provide us past Reserve Studies, capital expenditures and budgeted future expenditures? Y or N

*Have you completed any capital improvement projects since your last reserve study or update? Y or N
If yes, please list the project(s) and approx. cost and date of completion.

*Current Reserve Balance _____ Current interest rate _____

For office use:

Project Number: _____	Retainer received _____
Date of Initial Contact: _____	Work Scheduled _____
Referred by: _____	Final Billing & Thank You _____