



5 Gregory Avenue East  
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A subsidiary of Professional Building Inspections, Inc.

[www.reservepro.ca](http://www.reservepro.ca)

**Preliminary Information Sheet - Required for a Proposal**

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Contact Person: (1) \_\_\_\_\_ Phone: \_\_\_\_\_  
 (2) \_\_\_\_\_ Phone: \_\_\_\_\_  
 Property Manager: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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 # Units \_\_\_\_\_ # Buildings \_\_\_\_\_ # Phases \_\_\_\_\_ Year (s) Built \_\_\_\_\_ # Stories \_\_\_\_\_  
 Unit Type:  Apartment Style  Bare Land  Townhouse  Walk-up  Other \_\_\_\_\_  
 Fiscal Year End: \_\_\_\_\_ Date of Next Board Meeting: \_\_\_\_\_  
 Full Set of Prints/Dwgs Available:  Yes  No Site Map Available:  Yes  No  
 Unit Boundaries (where does the Association/Corporation take responsibility): \_\_\_\_\_

**Please check off all components that are the responsibility of the Condo Association/Corporation**  
**\*\*\* As Stated in Your Bylaws \*\*\***

**Building Exteriors**

Number of Unique Building Designs: \_\_\_\_\_  
**Roofing:**  Flat  Shake  Shingle  Metal \_\_\_\_\_  
**Siding:**  Stucco  Wood  Vinyl  Brick  Alum  Steel  
**Paint:** \_\_\_\_\_  Components Painted: \_\_\_\_\_  
**Decks:**  Balconies  Patios  Stoops  Railings  Patio Fencing  
**Windows:** # of Sizes / Types: \_\_\_\_\_ / \_\_\_\_\_ **Doors:** # of Types: \_\_\_\_\_  
**Misc:**  Garage Doors  Eaves Troughs and Downspouts  Lighting  Awnings  Shutters  
**Garages:**  Attached  Detached  Carports  
**Mailboxes:**  Individual  Clustered  
**Parking:**  Subterranean Parking  Heated Ramp  
**Parkade Heating:**  Radiant  Forced Air  Other: \_\_\_\_\_  
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**Unit Interiors:**

# of Styles \_\_\_\_\_

# of Unique Designs \_\_\_\_\_  Other \_\_\_\_\_

**Building Interiors**

- Lobbies     Hallways     Furniture     Carpeting     Window Covers     Flooring
- Wallpaper     Painting     Lighting     Wall Tile     Cabinets     Counters
- Appliances     Doors     Stairwells     Elevators # \_\_\_\_\_     Plbg. Fixtures
- Crawl Space(s) # \_\_\_\_\_     Attic(s) # \_\_\_\_\_     Activity Room(s) \_\_\_\_\_
- Guestroom(s) # \_\_\_\_\_     Caretaker Unit(s) # \_\_\_\_\_     Restroom(s) # \_\_\_\_\_
- Laundries # \_\_\_\_\_     Washer(s) # \_\_\_\_\_     Dryer(s) # \_\_\_\_\_
- Other \_\_\_\_\_

**Streets & Grounds**

- Private Streets     Alley     Driveways     Parking Lots # \_\_\_\_\_
- Street Signs     Street Lighting     Sidewalks     Walking Paths
- Monument Signs # \_\_\_\_\_     Directory Signs     Park Benches
- Retaining Walls     Common Area Fencing     Security Gates     Phone Entry
- Guards Houses # \_\_\_\_\_     Other \_\_\_\_\_

**Recreation/Office Buildings**

- Recreation Building Exterior     Recreation Building Interior     Restrooms
- Kitchen     Meeting Rooms     Fitness     Saunas # \_\_\_\_\_     Offices
- Maintenance Building(s) \_\_\_\_\_     Gazebo(s)     Other \_\_\_\_\_

**Recreation Facilities**

- Pool(s)     # Indoor \_\_\_\_\_     # Outdoor \_\_\_\_\_
- Furniture     Fence     BBQ     Spas # \_\_\_\_\_     Tennis Courts # \_\_\_\_\_
- Volleyball     Racquetball     Basketball     Pool Tables # \_\_\_\_\_     Shuffleboard
- Bleachers     Play Structures # \_\_\_\_\_     Fountains # \_\_\_\_\_     Other \_\_\_\_\_

**Equipment/Other**

- Air Conditioners     Heaters     Furnaces     Boilers     Water Heaters
- Water Conditioners     Cooling Towers     Generators     Alarm/Security Panels
- Sump Pumps     Water Storage Tanks
- Subterranean Utilities Infrastructure:     Elec. Service     Sewer     Water
- Fire Hydrants # \_\_\_\_\_     Other \_\_\_\_\_

**Other Notes & Comments**

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\_\_\_\_\_  
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