

## **Information Required for a Reserve Fund Study**

- ☐ **Building Plans**  
Architectural Drawings are preferred. Plumbing, electrical, survey plans etc. would also be helpful
- ☐ **Declaration and By-Laws**  
Unit definitions, Corporation and Board responsibilities need to be reviewed to ensure common elements are correctly identified and interpreted
- ☐ **Previous reserve fund studies and updating reports**  
This is optional and used primarily for comparison purposes
- ☐ **Audited Statements (as far back as attainable)**  
This should include up to the last year end before the current RFS being requested. If the last audited statement is not available, see item 8
- ☐ **Current Year Budget**  
Since the last fiscal year end for the Corporation
- ☐ **A List of expenditures since the last audited statement**  
This may be in the form of a general ledger (G/L) print out of the reserve account
- ☐ **A list of projects being considered over the next two to three years and include costs where possible**  
This may be quotations received or estimates based on contractor or previous knowledge
- ☐ **For the year prior to the current year provided an audited statement is not available please provide a list of expenditures, contribution amount to the reserve account and interest received if available**  
Could be the general ledger (G/L) for the reserve account