# CHECKLISTS FOR RESERVE STUDY PROVIDERS

*[Please remember that having to complete this form may be a deterrent for many reserve providers bidding on small jobs. Section A should be a minimal requirement.*
*The use of this form **does not** preclude checking association documents for other requirements.*
*This is not a legal document.]*

Date: _____

Association: _____

Name: _____

Company: _____

## A. Professional

1. How many reserve studies have you personally conducted? _____

2. How many in Nevada?

3. How long have you been conducting studies? _____

4. Before preparing reserve studies, what was your profession? _____

5. What is your Nevada reserve study registration number? _____

6. What industry related professional designations do you carry? (RS, PRA etc) _
   _____

7. How do you keep up with industry and specific Nevada legal and administrative requirements? _____

8. What CID industry related groups are you a member of? _____

9. Do you carry professional errors and omissions insurance? _____

10. Do you carry liability insurance, and will you provide a loss run to ensure remaining insurance left on your policy? _____

11. Have you or the reserve study provider from your company who will be preparing our study been disciplined by the Nevada Real Estate Division. _____
    _____

12. Do you have any personal or professional ties to this association? Explain. (NOTE: Such a tie does not necessarily indicate a conflict of interest but should be disclosed and considered.)
    _____

13. If applicable, do you have any personal or professional ties to the developer? Explain. (NOTE: Such a tie does not necessarily indicate a conflict of interest but should be disclosed and considered.)
    _____

14. If an individual or sole practitioner: Do you do all the work yourself, or will you use subcontractors? Explain. (The association must approve all subcontractors.)

    _____
    _____

15. If a firm: Will all work be done by employees of your firm? Are all employs registered in Nevada as an RSS?

    _____
    _____

## B. Proposal

1. How many meetings will you attend before charging for additional meetings?

   _____

2. If requested, can you provide a listing, with contact information, for at least 5 clients with components similar to ours? _____

3. Will you prepare a separate disclosure document to go with our budget that provides all of the information required in NRS 116.31151 Section 1 and assist with filling out State required forms? _____

4. Will you prepare a bid to include a price for annual financial updates?

   _____

5. Can you confidently give us an estimated completion date?

   _____

6. Assuming any delays are not the fault of the association, if not caused by any other non-controllable factors on your part, if the study is not completed by the completion date are you willing to give a discount or other consideration?

   _____

7. What are your hourly fees should we need consulting, or should there be additional charges outside of the contractual agreement? _____
   _____

8. May we see an example of a study for a similar property. _____

## C. Technical Process

1. Is the first study considered a draft or the finish product? _____

2. Will you update someone else's study? _____

3. If updating someone else's study do you take responsibility for the results?

   _____

4. Will you prepare all types of studies: Full Funding, Threshold Funding, and Baseline?  If not, why_____

5. What is your default funding method? _____

6. Do you (can you) reflect the current funding level (% funded) against the full funding level?

   _____

7. How do you show % funded in your 30 Year Projections and what is the basis for the measurement?

   _____
   _____

8. Do you rely on anyone other than yourself to prepare the study? If so, who and what are their qualifications?

   _____
   _____

9. Do you do the onsite inventory analysis, or do you have staff members who do this for you? _____

10. What are their qualifications?

    _____

11. Will you make a physical inspection (where practical) of each component?

    _____

12. How do you quantify components such as pavement?

    _____

13. Do you rely on previous studies for any component information?

    _____

14. Based on our community and the components, what information and documents would you expect from the board and or the manager?

    _____

15. Do you regularly report observed maintenance or potential liability issues to the association you are working with as part of your service? If so, why and if not, why? _____

    _____