

Request for Management Proposal

Date: _____ Strata Plan #: _____ No. of Units: _____

Strata Name: _____ Age of Building: _____

Referred to Strataco Management Ltd.? Yes No Type of Building(s): Wood Frame Concrete Construction

Person Who Referred Strataco: _____

Name of Caller: _____ Daytime Phone #: _____

Position on Council: _____ Evening Phone #: _____

FACILITIES

Swimming Pool Hot Tub Sauna Recreation Centre Cabana
Exercise Room Party Room Other _____

Resident Caretaker? Yes No Are there residential and commercial strata lots? Yes No

Total number of strata lots _____ Is the property sectioned? Yes No

If sectioned, how many strata lots in: Residential Section _____ Commercial Section _____ Other Section _____

If sectioned, is quote request for Strata Corporation and sections or just one particular section? _____

What issues, if any, are being experienced with the building envelope system? _____

What issues, if any, are being experienced with the mechanical systems or plumbing systems? _____

Are there any legal issues that we need to be aware of? Yes No

Have you done a Depreciation Report, and if so, are they following it and funding it? Yes No

Has the strata terminated the strata management company? Yes No

Has the strata management company terminated the Strata Corporation? Yes No

What are the reasons that have led to the Strata Council seeking quotations for strata management services?

When is new management to begin? _____

Proposal to be mailed or delivered to: _____

COMMENTS: _____

For Office Use Only

General introductory letter sent: _____ Letter and full proposal sent: _____