

# Request for Management Proposal

Date: \_\_\_\_\_ Strata Plan #: \_\_\_\_\_ No. of Units: \_\_\_\_\_

Strata Name: \_\_\_\_\_ Age of Building: \_\_\_\_\_

Address: \_\_\_\_\_

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: \_\_\_\_\_