



# ADVANCED RESERVE SOLUTIONS



## CLIENT PUNCH LIST



**So that we may begin preparing your reserve analysis,  
please forward to us as much of the following information as possible:**

- Signed proposal letter
- Governing documents (i.e. CC&Rs) and/or other documents detailing client's maintenance responsibilities
- Most current monthly financial statements
- Most recent past reserve study, if available
- Department of Real Estate (DRE) budgets, if available
- Map of community with phase development detail, if available
- Access devices (i.e. keys to pool gate and pump room, gate card and/or entry codes, etc.) as applicable
- Landscape maintenance contractor, as applicable:

_____	
Landscape Company	
_____	
Contact	
_____	
Phone #	Fax #

- Pool maintenance contractor, as applicable:

_____	
Pool Maintenance Company	
_____	
Contact	
_____	
Phone #	Fax #