

FVCmanagement

FIRST VIRGINIA COMMUNITY MANAGEMENT, INC.

Request for Management/Consulting Services

Thank you for considering First Virginia Community Management to assist you with your community's management needs. In order to provide an accurate proposal for Management Services, please include with your request a copy of the Association's current Disclosure Packet/Resale Certificate OR the items listed below:

1. A copy of the Governing Documents that include declaration, bylaws, rules and regulations, adopted resolutions, and articles of incorporation-if applicable
2. Financial Statements YTD (Year-To-Date) and previous Fiscal Year's Financial Report
3. Current Year's Budget
4. Reserve Study
5. Certificate of Insurance (COI)
6. List of current Board of Directors & Point of Contact information

Association Name: _____

Association Location: _____

Contact: _____ Phone: _____ Email: _____

Date you wish service to begin: _____

Association Type & # of lots:

- Single Family: # _____
- Townhouse: # _____
- Mixed Use: Type _____ # _____
- Condo (Residential): # _____
- Condo(Commercial): # _____

Please check next to the services requested:

___ Full Service Management ___ Financial Management Only ___ Consulting Services

___ Meeting Attendance: ___ Members ___ Board

___ Common Area/Element Inspections

___ Lot/Unit Inspection

___ Trash Management

___ Parking Registration

___ Clubhouse Rental

___ Pool Management

___ Community Directory

___ Website Hosting

___ Newsletter

___ Other Common Area/Element Mgmt.: _____

Email request and supplemental information to susan@FVCmanagement.com.
Please contact our office if you have any questions.