

# 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
7. Audit/Tax
8. Attorney? Retainer?
9. Website?

**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

\_\_\_ Landscaping

\_\_\_ Website Hosting

\_\_\_ Audit/Tax

\_\_\_ Reserve Study

Email request and supplemental information to [susan@FVCmanagement.com](mailto:susan@FVCmanagement.com).  
Please contact our office if you have any questions.