

Date\_\_\_\_\_

American Management Services, Inc.  
6830 Via Del Oro, Suite 107  
San Jose, California 95119

Request for Proposal  
Association Management

This letter is for the purpose of formally requesting a Proposal for Management Services of our community as stipulated below. We (have/have not) provided additional specifications for your consideration in preparing the proposal. We understand the requested proposal is normally provided to prospective clients electronically, we therefore request (do/do not) request a hard copy of the proposals.

**Association Legal Name** (from Articles of Incorporation)

\_\_\_\_\_

**Association Location** (Street Address, City and Zip Code are required. Cross streets may be substituted)

\_\_\_\_\_

**Type of Community:**

- Condominium
- Town Home (Attached PD)
- Master Planned Community
- High Rise

**The community was incorporated on:** \_\_\_\_\_

**My Name:** \_\_\_\_\_

**My Association Address:** \_\_\_\_\_

**City and Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**My Email Address:** \_\_\_\_\_

**My position on the Board of Directors:**

<input type="checkbox"/>	President	<input type="checkbox"/>	Director at Large
<input type="checkbox"/>	Vice President	<input type="checkbox"/>	Search Committee Member
<input type="checkbox"/>	Treasurer	<input type="checkbox"/>	Not on the Board – Personal Inquiry
<input type="checkbox"/>	Secretary	<input type="checkbox"/>	

**Type of Management Services Requested:**

- Full Service Management
- Bookkeeping Services Only
- Management Consulting Services Only

**Association Monthly Assessment:** \$ \_\_\_\_\_

**Number of Association Units:** \_\_\_\_\_

**Frequency of Association Collection:**

- Monthly
- Quarterly
- Annually

**Information about our community:**

- a. The Association (is/is not) currently engaged in litigation?  
If Yes, why and with whom and status \_\_\_\_\_
- b. The Association (is/is not) currently special assessing the members?  
If Yes, why, how much and for how long: \_\_\_\_\_
- c. The Association (is/is not) currently professional managed?  
If Yes, by whom: \_\_\_\_\_

**Here is some of the information about the common area amenities, utilities and other items over which the Association has control**

**Check next to the item if appropriate to your community:**

Swimming Pool(s)	Lakes and Fountains	Common Water
Spa(s)	Tennis Courts	Common Gas
Club House	Racquetball Courts	Common Electricity
Steam Room	Billiards Equipment	Common TV
Sauna	Entry Gates/Controlled Access	Garbage Dumpsters
Exercise Equipment	Underground Parking	Unit Fire Sprinklers – Common
Locker Room Facilities	Attached Garages	Building Fire Alarms
Playground	Tuck Under Garages with Gates	Common Laundry Facilities
Picnic Facilities	Post Tension Parking Facilities	Elevator(s)

**We are currently seeking professional management bids for the following reasons:**

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**We heard about American Management Services Inc., through:**

Referral from other homeowners	Through Community Associations Institute	Trade Periodicals
Referral from other management companies	Through ECHO – Executive Council of Homeowners	Advertisements
Word of mouth	Direct Marketing	Other

We would like to have your proposal to management our community by:

\_\_\_\_\_.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Dated: \_\_\_\_\_