

Management Proposal Form

G&D Property Management

PO Box 489 Downers Grove, IL 60515

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Please complete and submit this form to receive a Management Proposal. All information provided will be kept strictly confidential.

Name: _____ Telephone: _____

Association Information

Association/Address: _____

Number of Units: _____

Current Management Company: _____

Gross Monthly Assessment: _____

Current Capital Reserves: _____

Approximate Date Building Completed: _____

Board of Directors

President: _____ Vice President: _____

Treasurer: _____ Secretary: _____

Director: _____ Director: _____

Board Meeting Requirements: _____
(Meetings per year)

Active Committees

Finance _____ Yes _____ No _____

Operation _____ Yes _____ No _____

Social _____ Yes _____ No _____

Violation/Rules _____ Yes _____ No _____

Engineering _____ Yes _____ No _____

Newsletter _____ Yes _____ No _____

Exterior Control _____ Yes _____ No _____

Other _____

On-Site Management Facilities ☐ Yes ☐ No

Building Employees (If yes, name of provider)

Manager _____ Bookkeeper _____

Secretary _____ Maintenance _____

Janitorial _____ Other _____

Recreation, Amenities, Facilities (If yes, name of provider)

Pool _____ Health Club _____

Tennis Court _____ Clubhouse _____

Other _____

Additional Information

When can we meet with you on the property?

Where can we obtain a copy of the following?

Declaration: _____ Bylaws: _____ Budget: _____

Financial Report: _____

What are you hoping to achieve by the change?

What are you looking for in management?

How did you hear about us?

What is the decision-making process?
