

## REQUEST FOR A PROPOSAL FOR A DEPRECIATION REPORT

### TOWN HOUSE VERSION

Strata Plan (*Strata Number*) requests a proposal for a Depreciation Report by qualified person(s) to conduct a Depreciation schedule that complies with Regulation 6.2 of the Strata Property Act.

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**Name and Position of person authorized by the strata council**

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

**Address of strata:** \_\_\_\_\_

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**Name, address, and phone number of strata contact person:**

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**Description of strata**

Residential

Number of buildings: \_\_\_\_\_ Number of units:

Number of stories: \_\_\_\_\_ Year of construction:

**Type of construction**

Building material (check that which applies) Wood frame \_\_\_\_\_

Wood frame and masonry \_\_\_\_\_ Concrete \_\_\_\_\_

Other (describe) \_\_\_\_\_

Evidence of qualifications and licensing to prepare strata depreciation reports should accompany responses along with references relating to similar work for other stratas. The finalist contractor must provide evidence of insurance sufficient to protect the strata corporation from financial loss due to any error or omission on the part of the contractor.

The depreciation report shall be prepared by a person with the technical qualifications and necessary licenses to complete the report. The proponent must identify any sub-contractors and their credentials. Please provide a professional resume of the person who will sign off on the report.

The scope of the report will be determined in consultation with the strata council based on:

- Interviews with the strata council and strata manager if there is one;
- Examination of all available drawings and plans to identify systems that will, or might eventually, require maintenance;
- Identification of any relevant drawings or plans that are not available.
- Review of all available maintenance records;
- Examination of sample units and interviews with selected owners;
- Checking condition of attics and crawl spaces;
- Examination of streets, driveways, drains and components of water, sewer and electrical services and other common property elements.

**The Depreciation Report will be composed of three sections:**

**Section 1.** A physical component inventory and evaluation of applicable components as outlined in the Strata Property Act Regulation 6.2 based on an on-site visual inspection of the site conducted by the person responsible for preparation of the report. The inventory must include, but is not limited to the following:

- building structure;
- building exterior including roofs, decks, doors, windows, and skylights;
- interior finishes including floor covering and furnishings;
- building systems including electrical, heating, plumbing, fire protection and security systems;
- common amenities and facilities such as swimming pools if any;
- parking facilities and roadways;
- utilities including water and sewage;
- landscaping including paths, walkways, sidewalks, fencing and irrigation;
- green building components;
- balconies and patios; and
- all other common property and assets

**Section 2.** A financial forecasting section to include:

- a projection of the anticipated maintenance, repair, and replacement costs that must be covered by the Contingency Reserve Fund projected over 30 years for all of the items listed under Section 1 above beginning with the current or previous fiscal year;
- a description of factors and assumptions including interest and inflation rates used to calculate the costs identified above;
- a description of how the Reserve Fund is currently being funded;
- the current balance in the Reserve Fund and any expenditures that have been approved but not yet spent.

**Section 3.** At least 3 cash-flow funding models for the repair, maintenance and/or replacement of the items listed under Section 1 including one model that is not contingent on special levies. The two other models may depend on funding by special levy and or bank loans.

## Vancouver Island Strata Owners Association

**The following costs must be included:**

- Contractor's basic fee;
- Charge out rates for potential problem investigation;
- Cost of each sub-contractor (if any; please specify trade or specialty) in addition to contractor's fee;
- Any additional services provided and whether they are included in the basic fee or they are options at an extra cost (e.g. annual follow-up and up-dating for the next two years, on-line access to the database, etc.).

**Proposal submissions must be received not later than 4:00 p.m. on (Date) \_\_\_\_\_ at (Address) \_\_\_\_\_**

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