



SB 326 Due Diligence Request Form

Use a separate form for each property.

Please provide as much information as possible to clarify the scope of work appropriate for your purposes.

The form includes text boxes for typing information, drop-down boxes with standard items to choose from, and check boxes for multiple options. The input fields are highlighted in blue. The Tab key will move to the next input box. Please fill in this form as a PDF and then save each Project/HOA as its own separate PDF. The green button below can be used to clear the form for your next Project/HOA.

Client Information Section

This section asks for information about the person to whom the report should be addressed and if there are project numbers we should reference in the report.

Property Information Section

This section is for property specific information. Information for up to two property contacts can be included. These are the people we will contact to arrange our site visit. Please provide separate form for each individual property.

When emailing back this form, please attached any photos (different types of decks, aerials, etc.), plans, past repair documents, or additional comments/information that would help to clarify the scope of work.

If you have any questions about the information on this form, please do not hesitate to contact us.

Client Information *(Report will be addressed to this person)* **CLICK BUTTON TO CLEAR FORM**

Contact Name		Phone No.	
Company		Email	
Address		Alt Email	
City, State Zip		Project No.	

Property Information *(EEE = Elevated Exterior Elements; Balconies, Decks, Walkways, Stairways)*

Property/HOA Name			
Property Address			
City, State Zip			
No. of Buildings		Total No. of Units	
No. of Stories		Year Built	
Total No. of EEE		# EEE Configurations	
EEE Surface Type		Deck Framing Open?	
EEE Soffit Material		EEE Leaks Reported	
Past EEE Repairs/When			
Issues/Comments			

Please provide any plans, photos, past repair documents, etc. when returning this form.

Onsite Contact		Phone No.	
Email		Other Phone No.	
Alternate Contact		Alternate Phone No.	
Alternate Email		Other Phone	