

Association of Professional Reserve Analysts

PRA Sample Reserve Study Contents Checklist

A. Indicate the page number(s) where the following <u>requirements</u> are located within the sample study.

- 1. [] Reserve Study level of service (Full, Update with Site Visit, Update without Site Visit)
- 2. [] Prepared for fiscal year
- 3. [] Project state
- 4. [] Project legal definition (Condo, Planned Development, Planned Community, etc.)
- 5. [] Funding method (Cash Flow or Component)
- 6. [] Funding goal (Baseline, Threshold, Full Funding or Statutory Funding)
- 7. [] Component inventory
- 8. [] Component condition assessment
- 9. [] Component useful life
- 10. [] Component remaining life
- 11. [] Component current replacement cost
- 12. [] Component quantity
- 13. [] Component unit of measure (each, In. ft., sq. ft., etc.)
- 14. [] Funding plan (contributions, expenditures, balances, etc.)
- 15. [] Interest rate assumption
- 16. [] Inflation rate assumption
- 17. [] Funding status (Cash or Percent Funded)

B. Indicate the page numbers where the following <u>disclosures</u> are located within the sample study.

- 1. [] Invasive testing
- 2. [] Representative sampling
- 3. [] Conflicts of interest
- 4. [] Reliance on client data (if applicable)
- 5. [] Information provided by client (if applicable)
- 6. [] Prior quantities assumed to be accurate (only for Update w/ or w/o site visit)
- 7. [] Assumptions regarding determination of client component inventory
- 8. [] Assumptions regarding ongoing maintenance
- 9. [] Assumptions regarding defect in design or construction
- 10. [] Basis of cost estimates
- 11. [] Limitations on report use
- 12. [] Statutory (if applicable)

(continued on next page)

C. Statutory Compliance

Indicate the state in which sample study project is located: [

Select statement A or B:

A. [] I affirm that the submitted sample study was prepared for a project located within a jurisdiction without statutory Reserve Study requirements.

]

B. [] I affirm that the submitted sample study was conducted substantially pursuant to statutory Reserve Study requirements and contains sufficient content necessary to generate required Reserve Study disclosures and answer statutory Reserve Study questions for the jurisdiction in which the project is located.