

Depreciation Report / Reserve Fund Study — Checklist

Basic (must-haves)

- Inventory of Major Components is present and lists all significant property elements.
 - No obvious components omitted
 - Inventory is component-based (not only actions like “Replace burner in the Boiler”).
 - Estimated Current Cost per component/action (budgetary amount) is shown.
 - Typical Useful Life is shown.
 - Estimated Remaining Useful Life is shown.
 - Projected Reserve Expenditures Table lists each expenditure on its own line with years in columns.
 - Expenditures include (or separately show) inflation and applicable taxes.
 - Funding Model(s): at least one cashflow model is included; three or more preferred.
 - Funding Model(s) meet or exceed any legislated model requirements.
-

Essential (to plan effectively)

- Inventory shows Quantity & Unit of Measurement (e.g., 12,500 sq.ft. roof; 160 windows; 1 boiler).
 - Type of Action is identified (repair, allowance, replacement, etc.).
 - Typical Useful Life is shown as a range (e.g., 20–30 years).
 - Inventory SubSections: each item has at least a brief descriptive subsection.
 - Reserve Adequacy (%) / Benchmark Analysis is included.
-

Comprehensive (what great reports include)

- Last Renewal / Major Action Year is noted for each relevant component.
- Inventory SubSections include: Condition Rating (plain language urgency).
- Inventory SubSections include: Maintenance Recommendations (observed issues + practical fixes).
- Inventory SubSections include: Optional Upgrade Considerations (durability, safety, comfort, energy improvements).
- Inventory SubSections include: Photos (ideally more than one per item).
- Sensitivity Analysis of Funding Models (tests higher cost escalation).
- Graphs & Charts that summarize key data for quick understanding.