

SPECIFICATION OF REPAIRS

Applicant's Name:			
Property Address:			
Contact Name:		Contact Phone No.:	Best Time to Call:
HUD Case No.:	FHA Loan No.:	Name of HUD Assigned Plan Reviewer:	Telephone No.:
Contractor's Name: (If applicable)			
Address:			
Telephone No.:	License No.:	*Estimated Number of Months to complete work?	
Date of Final Acceptance:	Signature of HUD Reviewer:		
Name of HUD Assigned Appraiser:	Telephone No.:	Date Assigned:	

STEP-BY-STEP PROCEDURE

1. The HUD accepted consultant who prepares this work write-up (or an architect, engineer or home inspection service) needs to inspect the property to assure: (1) that there are no rodents, dryrot, termites and other infestation; (2) that there are no defects that will affect the health and safety of the occupants; (3) the adequacy of the existing structural, heating, plumbing, electrical and roofing systems; and (4) the upgrading of thermal protection (where necessary). The inspection report will be attached to this document.
2. Complete each item below as necessary by either filling in the information on the work to be performed, with a brief explanation, or entering "NONE" in the "SUB-TOTAL" portion if no work is being performed in that particular subsection.
3. The proposed work, and the materials used, should be explained in detail to assure a complete understanding of the required work by the contractor and the HUD authorized fee inspector. For major items (i.e., kitchen cabinets, appliances, heating & air conditioning, etc.), the description of the item should include the make and model number (manufacturer's brochure can be attached).
4. Attach a copy of any proposals from all contractors and/or subcontractors.
5. Provide other drawings as necessary to assure a complete understanding of the required work by the contractor and the HUD authorized fee inspector. The following architectural exhibits are required:
 - a) A Plot Plan of the Site is required only if a new addition is being made to the existing structure. Show the location of the structure(s), walks, drives, streets, and other relevant detail. Include finished grade elevations at the property corners and building corners to assure proper drainage of water off the site. Show the required flood elevation.
 - b) Proposed Interior Plan of the Dwelling. Show where structural or planning changes are contemplated, including any addition to the dwelling.
 - c) Provide kitchen cabinet elevations, deck drawings and other exhibits as necessary to properly describe the required work. Architectural exhibits for a new addition are the same as for a newly constructed home.
6. Cost estimates must include labor and materials sufficient to complete the work by a contractor.
7. A homebuyer who would like to do any of the work must submit a letter to the lender stating his/her qualification to perform the work in a timely and workmanlike manner. If approved by the lender, the homebuyer cannot eliminate the cost estimate for labor because if the homebuyer cannot complete the work there must be sufficient money in the escrow account to get a subcontractor to do the work.
8. If this is a purchase transaction and not a refinance, then attach a sales contract (the loan should be contingent upon obtaining FHA 203(k) financing).
9. Transfer costs shown on the last page to the Draw Request (HUD 9746-A, VMP-436).
10. Meaning of Abbreviations: Linear Feet = LF Each = EA Square Feet = SF Lump Sum = LS
 Square Yard = SY * = Required Item

1. MASONRY

	Unit	\$ Cost	Qty	Total
Point brick work	SF			
Stucco	SF			
Build brick wall	SF			
Build masonry, brick, or stone chimney	SF			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 1
\$

SUB-TOTAL SECTION No. 5 \$

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

Owner Contractor Subcontractor
 This portion of the work will be done by:

Unit	\$ Cost	Qty	Total
Pair			
Install shutters at windows			

5. SHUTTERS

SUB-TOTAL SECTION No. 4 \$

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

Owner Contractor Subcontractor
 This portion of the work will be done by:

Unit	\$ Cost	Qty	Total
SF			
Install a new builtup roof, with new metal gravel stops			
SF			
Install 240# Sealab asphalt shingles on all roofs with a 3:12 pitch or greater			
SF			
Remove old roofing			

4. ROOF

SUB-TOTAL SECTION No. 3 \$

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

Owner Contractor Subcontractor
 This portion of the work will be done by:

Unit	\$ Cost	Qty	Total
LF			
Replace gutters & open downspouts			
LS			
Clean gutters & open downspouts			

3. GUTTERS & DOWNSPOUTS

SUB-TOTAL SECTION No. 2 \$

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

Owner Contractor Subcontractor
 This portion of the work will be done by:

Unit	\$ Cost	Qty	Total
SF			
Replace defective siding			
SF			
Replace defective fascia			
SF			
Replace defective soffit			

2. SIDING

6. EXTERIOR

	Unit	\$ Cost	Qty	Total
Remove defective, buckled wood members	LF			
Provide a structurally sound porch floor, properly finished	SF			
Replace existing porch with masonry steps and stoops	SF			
Provide ornamental iron or wood railing or parts	LF			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 6

\$

7. WALKS

	Unit	\$ Cost	Qty	Total
Install new concrete walks	SF			
Install concrete steps	LF			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 7

\$

8. DRIVEWAYS

	Unit	\$ Cost	Qty	Total
Remove old driveway and apron	SF			
Install blacktop drive (min. 2") over existing drive and apron	SF			
Install new concrete driveway (min. 4") and apron with wire mesh	SF			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 8

\$

9. PAINTING - EXTERIOR

Scrape, sand smooth, and paint a min. 2 coats of good quality paint at all exterior woodwork and metal. *All old defective paint to be removed in accordance with lead paint removal procedures.*

Unit	Total
LS	

Unit	\$ Cost	Qty	Total

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 9

\$

Unit	\$ Cost	Qty	Total	Description
EA				Caulk all windows and door frames
Total				

Describe the proposed work and itemize the materials to be used:

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

This portion of the work will be done by: Owner Contractor Subcontractor

SUB-TOTAL SECTION NO. 10 \$

11. FENCING

Unit	\$ Cost	Qty	Total	Description
LS				Install new fencing
LS				Re-set existing fencing
Total				

Describe the proposed work and itemize the materials to be used:

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

This portion of the work will be done by: Owner Contractor Subcontractor

SUB-TOTAL SECTION NO. 11 \$

12. GRADING

Unit	\$ Cost	Qty	Total	Description
LS				Remove debris from yards, finish earth; then grade and seed
Total				

Describe the proposed work and itemize the materials to be used:

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

This portion of the work will be done by: Owner Contractor Subcontractor

SUB-TOTAL SECTION NO. 12 \$

13. WINDOWS

Unit	\$ Cost	Qty	Total	Description
EA				Install new replacement windows
EA				Replace rotted or defective sash
EA				Replace all rotted sills at exterior
EA				Replace basement windows
EA				Replace cracked/broken glass
EA				Replace missing glazing putty
EA				Repair/Replace missing screens
Total				

Describe the proposed work and itemize the materials to be used:

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

This portion of the work will be done by: Owner Contractor Subcontractor

SUB-TOTAL SECTION NO. 13 \$

*** 14. WEATHERSTRIPPING**

	Unit	\$ Cost	Qty	Total
Install new weatherstripping at all exterior doors	EA			
Weatherstrip all windows	EA			
Install metal interlocking thresholds at exterior doors	EA			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 14
\$

15. DOORS - EXTERIOR

	Unit	\$ Cost	Qty	Total
Install new 1-3/4" exterior doors	EA			
Install three (3) new door butts	EA			
Install exterior door trim	LF			
Install new lockset	EA			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 15
\$

16. DOORS - INTERIOR

	Unit	\$ Cost	Qty	Total
Replace defective doors	EA			
Install new doors with new locksets	EA			
Install locksets where missing or malfunctioning	EA			
Readjust all doors for proper closing	EA			
Install bedroom closet doors	EA			
Install bi-fold doors	EA			
Install trim around doors	EA			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 16
\$

17. PARTITION

	Unit	\$ Cost	Qty	Total
Framing of new walls and partitions. (Do not include drywall costs)	SF			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 17
\$

18. PLASTER/DRYWALL

Unit	\$ Cost	Qty	Total
LS			
SF			
Patch all defective plaster/ drywall; finish smooth with existing wall or ceiling finish			
Install new drywall			

Describe the proposed work and itemize the materials to be used:

Owner Contractor Subcontractor
 This portion of the work will be done by:

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

SUB-TOTAL SECTION No. 18 \$

19. DECORATING

Unit	\$ Cost	Qty	Total
LS			
SF			
SF			
Paint all interior walls & trim <i>All old defective paint to be removed in accordance with lead paint removal procedures</i>			
Remove all existing wallpaper			
Wallpaper walls			

Describe the proposed work and itemize the materials to be used:

Owner Contractor Subcontractor
 This portion of the work will be done by:

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

SUB-TOTAL SECTION No. 19 \$

20. WOOD-TRIM

Unit	\$ Cost	Qty	Total
LF			
EA			
LF			
Replace all cracked, broken, mismatched trim, jambs, etc.			
Remove all unused hinges, curtain rod hangers, nails, screws, etc.			
Replace all wood trim at interior door units, base, shoe & other trim			
Replace defective wall paneling			

Describe the proposed work and itemize the materials to be used:

Owner Contractor Subcontractor
 This portion of the work will be done by:

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

SUB-TOTAL SECTION No. 20 \$

21. STAIRS

Unit	\$ Cost	Qty	Total
LF			
LF			
LF			
LF			
LF			
LS			
LS			
Replace bad bsmt., treads, & risers			
Replace main stairs, treads, & risers			
Replace broken &/or missing baluster			
Provide hand rails, etc.			
Install new stairs at basement			
Install new stairs			

Describe the proposed work and itemize the materials to be used:

Owner Contractor Subcontractor
 This portion of the work will be done by:

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

SUB-TOTAL SECTION No. 21 \$

22. CLOSETS

	Unit	\$ Cost	Qty	Total
Install new shelves	LF			
Install new clothes rods	LF			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 22
\$

23. WOOD FLOORS

	Unit	\$ Cost	Qty	Total
Replace all defective flooring, holes in floors, etc. with wood flooring to match existing floors	SF			
Sand, fill and refinish wood floors	SF			
Install new hardwood floors	SF			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 23
\$

24. FINISH FLOORS

	Unit	\$ Cost	Qty	Total
Install vinyl asbestos tile or sheet goods with 1/4" underlayment				
Kitchen:	SY			
Bath:	SY			
Install carpet & pad	SY			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 24
\$

25. CERAMIC TILE

	Unit	\$ Cost	Qty	Total
Install ceramic tile wainscot in bathtub area for shower height	SF			
Install ceramic tile floor	SF			
Install Marlite wainscot in bathtub area for shower height	SF			
Replace defective tile in bath	SF			
Replace defective tile in vestibule	SF			
Replace defective tile in kitchen	SF			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 25
\$

26. BATH ACCESSORIES

Unit	\$ Cost	Qty	Total	Description
EA				Replace medicine cabinet in bath
EA				Install paper holder
EA				Install towel bar
EA				Install soap dish
EA				Install grab bar in tub/shower

Describe the proposed work and itemize the materials to be used:

This portion of the work will be done by:

Owner
 Contractor
 Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

SUB-TOTAL SECTION No. 26 \$

27. PLUMBING

Unit	\$ Cost	Qty	Total	Description
LF				Install new hot & cold water piping
EA				Install 30 gal. (min.) glass lined gas hot water heater (52 gal. if electric)
EA				Install new kitchen sink
EA				Install three (3) piece bath-room with shower over tub
EA				Install laundry tray with faucet
EA				Replace washers at faucets
LF				Replace defective sewer lines
EA				Replace defective kitchen faucets
EA				Replace defective bath faucets

Describe the proposed work and itemize the materials to be used:

This portion of the work will be done by:

Owner
 Contractor
 Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

SUB-TOTAL SECTION No. 27 \$

28. ELECTRICAL

Unit	\$ Cost	Qty	Total	Description
LS				Install 100 amp. service
EA				Replace all frayed exterior wire from service to main & into exterior panel box
EA				Install new ceiling-light wall switches
EA				Install new lighting fixtures
EA				Install new exterior lighting
EA				Replace wall receptacles
EA				Install three (3) way switch
EA				*Smoke detector(s)
EA				Exterior wall exhaust fan(s)
EA				Install GFI outlets

Describe the proposed work and itemize the materials to be used:

This portion of the work will be done by:

Owner
 Contractor
 Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

SUB-TOTAL SECTION No. 28 \$

29. HEATING

	Unit	\$ Cost	Qty	Total
Install new forced warm air heater	EA			
Install new hot water boiler	EA			
Install automatic flow control valve	EA			
Install temp. control valve at boiler	EA			
Install heat supply outlet in each room	LS			
Install heat (FWA) grills	EA			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 29
\$

30. INSULATION

	Unit	\$ Cost	Qty	Total
Install in crawl space: R-	SF			
Install batts attic: R-	SF			
Install R-13 batts in exterior walls	SF			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 30
\$

31. CABINetry

	Unit	\$ Cost	Qty	Total
Base cabinets	LF			
Kitchen countertop	LS			
Wall cabinets	LF			
Vanities	EA			
Vanity countertop(s)	LS			

This portion of the work will be done by:

Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

Describe the proposed work and itemize the materials to be used:

SUB-TOTAL SECTION No. 31
\$

32. APPLIANCES

Describe the proposed work and itemize the materials to be used:

Unit	\$ Cost	Qty	Total	
EA				Range
EA				Refrigerator
EA				Dishwasher
EA				Disposal
Total				

This portion of the work will be done by: Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

SUB-TOTAL SECTION No. 32 \$

33. BASEMENTS

Describe the proposed work and itemize the materials to be used:

Unit	\$ Cost	Qty	Total	
SF				Install a min. 3" thick concrete floor
SF				Cement parge basement walls
SF				Provide dry basement
EA				Install new sump pump
EA				Replace damaged joists (termite damage)
LS				Termite treatment
Total				

This portion of the work will be done by: Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

SUB-TOTAL SECTION No. 33 \$

34. CLEANUP

Describe the proposed work and itemize the materials to be used:

Unit	\$ Cost	Qty	Total	
LS				Remove debris from property exterior
LS				Remove debris from property interior
LS				Broom clean floors, clean ALL windows
LS				Clean all plumbing fixtures and appliances
Total				

This portion of the work will be done by: Owner Contractor Subcontractor

Cost Estimate Attached Yes No
 Photo Furnished Yes No
 Drawing Attached Yes No

SUB-TOTAL SECTION No. 34 \$

