REHABBER’S CHECKLIST

Property Address: _____________________________
Project Manager: ______________________________

1. Property Walk Through: You will need a full two hours for inspection and material lists. You will need a flashlight, tape measure, and rehab property folder.
   A. Scope of Work & Material Checklist: Fill out the detailed property inspection check list to compose the scope of work for every trade.
   B. Kitchen Layout Drawing: Draw on graph paper the measurements of the kitchen and the cabinet sizes.
   C. Bathroom Layout Drawing: Draw on graph paper the measurements of the bathroom and the cabinet sizes.
   D. Floor Plan Layout Drawing: Draw on graph paper any layout changes to be done to the property with surrounding rooms.
   E. Before Pictures: Take before pictures of everything in the houses
   F. Drop Off Lock Box: If we already own the property or it is easy to show make sure we put a lock box on the property

2. Scope of Work & Material Lists: Fill this form out after the property walk through using your Scope of Work & Material Checklist to create your individual Scopes of Work by trade. This should be done right away at the office while the information is fresh in your head. You can use prior scope of works from other properties to complete this.
   A. Scope of Work & Material List – Carpentry
      1. Kitchen Layout: Complete final kitchen layout drawing to make a visual for your carpenter to use when replacing materials.
      2. Bathroom Layout: Complete final bathroom layout drawing to make a visual for the carpenter to use when replacing materials if it is needed.
      3. Floor Plan Layout: Complete floor plan layout drawing to make a visual for the carpenter to use when replacing materials if it is needed.
   B. Scope of Work & Material List - Electrical
   C. Scope of Work & Material List - HVAC
   D. Scope of Work & Material List - Plumbing
   E. Scope of Work & Material List - Roofing
   F. Scope of Work & Material List - Landscaping

3. Drop off Scope of Work at House: Drop off 6 Scopes of Work and any applicable drawings at the house for contractors to pick up when they walk through the house.

4. Collect Bids: Call contractors to get bids on the job and follow up to get them in. Give them a deadline for when the bids should be submitted.

6. Final Walk Through w/ Contractors: After you select the contractor meet him at the property to conduct a final walk through and finalize the scope of work.

7. Contract Stage at Office: Carpentry
   A. Scope of Work & Material List: Print out and review final scope of work and material list with the contractor and negotiate the final price.
   B. Independent Contractor Agreement: Have the contractor sign.
   C. Indemnification Insurance Agreement: Have the contractor sign.
   D. Payment Schedule Agreement: Determine the payment schedule and
REHABBER’S CHECKLIST

Property Address: _____________________________
Project Manager: ______________________________

have contractor sign.

E. **W-9 Tax Form:** To be filled out by contractor.
F. **Copy of Insurance:** Added as additional insured for the property insurance. Make sure to get an updated copy.

8. **Contract Stage at Office: HVAC**
   A. **Scope of Work & Material List:** Print out and review final scope of work and material list with the contractor and negotiate the final price.
   B. **Independent Contractor Agreement:** Have the contractor sign.
   C. **Indemnification Insurance Agreement:** Have the contractor sign.
   D. **Payment Schedule Agreement:** Determine the payment schedule and have contractor sign.
   E. **W-9 Tax Form:** To be filled out by contractor.

9. **Contract Stage at Office: Plumbing**
   A. **Scope of Work & Material List:** Print out and review final scope of work and material list with the contractor and negotiate the final price.
   B. **Independent Contractor Agreement:** Have the contractor sign.
   C. **Indemnification Insurance Agreement:** Have the contractor sign.
   D. **Payment Schedule Agreement:** Determine the payment schedule and have contractor sign.
   E. **W-9 Tax Form:** To be filled out by contractor.

10. **Contract Stage at Office: Electrical**
   A. **Scope of Work & Material List:** Print out and review final scope of work and material list with the contractor and negotiate the final price.
   B. **Independent Contractor Agreement:** Have the contractor sign.
   C. **Indemnification Insurance Agreement:** Have the contractor sign.
   D. **Payment Schedule Agreement:** Determine the payment schedule and have contractor sign.
   E. **W-9 Tax Form:** To be filled out by contractor.

11. **Contract Stage at Office: Other:** _____________________________
   A. **Scope of Work & Material List:** Print out and review final scope of work and material list with the contractor and negotiate the final price.
   B. **Independent Contractor Agreement:** Have the contractor sign.
   C. **Indemnification Insurance Agreement:** Have the contractor sign.
   D. **Payment Schedule Agreement:** Determine the payment schedule and have contractor sign.
   E. **W-9 Tax Form:** To be filled out by contractor.

12. **Permits:** To be turned in before the work Starts
    A. **Copy of Demolition Permit / Roofing / Building Permit**
    B. **Copy of Electrical Permit**
    C. **Copy of HVAC Permit**
    D. **Copy of Plumbing Permit**

13. **Final Punch List:**
14. **Final Waiver of Liens**
    A. **Carpentry:**
REHABBER’S CHECKLIST

Property Address: _____________________________
Project Manager: ______________________________

i. Roofing:
   ii. Other Subs:________________

B. Plumbing:
C. Electrical:
D. HVAC:
E. Other:__________________________