

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).
10. Meaning of Abbreviations: Linear Feet = LF Each = EA Square Feet = SF Lump Sum = LS
 Square Yard = SY * = Required Item

I. 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

\$

2. SIDING

	Unit	\$ Cost	Qty	Total
Replace defective siding	SF			
Replace defective fascia	SF			
Replace defective soffit	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. 2

\$ _____

3. GUTTERS & DOWNSPOUTS

	Unit	\$ Cost	Qty	Total
Replace gutters & downspouts	LF			
Clean gutters & open downspouts	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. 3

\$ _____

4. ROOF

	Unit	\$ Cost	Qty	Total
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	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. 4

\$ _____

5. SHUTTERS

	Unit	\$ Cost	Qty	Total
Install shutters at windows	Pair			

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. 5

\$ _____

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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

	Unit	\$ Cost	Qty	Total
Scrape, sand smooth, and paint a min. 2 coats of good quality paint at all exterior woodwork and metal. <i>All old defective paint to be removed in accordance with lead paint removal procedures.</i>	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. 9
\$

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*** 10. CAULKING**

	Unit	\$ Cost	Qty	Total
Caulk all windows and door frames	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. 10
\$

11. FENCING

	Unit	\$ Cost	Qty	Total
Install new fencing	LS			
Re-set existing fencing	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. 11
\$

12. GRADING

	Unit	\$ Cost	Qty	Total
Remove debris from yards, finish earth, then grade and seed	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. 12
\$

13. WINDOWS

	Unit	\$ Cost	Qty	Total
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	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. 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
Patch all defective plaster/drywall; finish smooth with existing wall or ceiling finish	LS			
Install new drywall	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. 18
\$

19. DECORATING

	Unit	\$ Cost	Qty	Total
Paint all interior walls & trim <i>All old defective paint to be removed in accordance with lead paint removal procedures</i>	LS			
Remove all existing wallpaper	SF			
Wallpaper 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. 19
\$

20. WOOD-TRIM

	Unit	\$ Cost	Qty	Total
Replace all cracked, broken, mismatched trim, jambs, etc.	LF			
Remove all unused hinges, curtain rod hangers, nails, screws, etc.	EA			
Replace all wood trim at interior door units, base, shoe & other trim	LF			
Replace defective wall paneling	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. 20
\$

21. STAIRS

	Unit	\$ Cost	Qty	Total
Replace bad bsmt., treads, & risers	LF			
Replace main stairs, treads, & risers	LF			
Replace broken &/or missing baluster	LF			
Provide hand rails, etc.	LF			
Install new stairs at basement	LS			
Install new stairs	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. 21
\$

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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				
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
\$

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26. BATH ACCESSORIES

	Unit	\$ Cost	Qty	Total
Replace medicine cabinet in bath	EA			
Install paper holder	EA			
Install towel bar	EA			
Install soap dish	EA			
Install grab bar in tub/shower	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. 26
\$

27. PLUMBING

	Unit	\$ Cost	Qty	Total
Install new hot & cold water piping	LF			
Install 30 gal. (min.) glass lined gas hot water heater (52 gal. if electric)	EA			
Install new kitchen sink	EA			
Install three (3) piece bathroom with shower over tub	LS			
Install laundry tray with faucet	EA			
Replace washers at faucets	EA			
Replace defective sewer lines	LF			
Replace defective kitchen faucets	EA			
Replace defective bath faucets	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. 27
\$

28. ELECTRICAL

	Unit	\$ Cost	Qty	Total
Install 100 amp. service	LS			
Replace all frayed exterior wire from service to main & into exterior panel box	LS			
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	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. 28
\$

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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. CABINETS

	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
\$

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32. APPLIANCES

	Unit	\$ Cost	Qty	Total
Range	EA			
Refrigerator	EA			
Dishwasher	EA			
Disposal	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. 32
\$

33. BASEMENTS

	Unit	\$ Cost	Qty	Total
Install a min. 3" thick concrete floor	SF			
Cement parge basement walls	SF			
Provide dry basement	LS			
Install new sump pump	EA			
Replace damaged joists (termite damage)	EA			
Termite treatment	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. 33
\$

34. CLEANUP

	Unit	\$ Cost	Qty	Total
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	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. 34
\$

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35. MISCELLANEOUS

(Describe any main dwelling materials, equipment or construction items not shown elsewhere; or use to provide additional information where the space provided was inadequate. Always reference by item number to correspond to numbering used on this form.)

RECAP OF SUB-TOTALS	
1. Masonry	\$
2. Siding	
3. Gutters & Downspouts	
4. Roof	
5. Shutters	
6. Exterior	
7. Walks	
8. Driveways	
9. Painting (exterior)	
10. Caulking	
11. Fencing	
12. Grading	
13. Windows	
14. Weatherstripping	
15. Doors (exterior)	
16. Doors (interior)	
17. Partition Walls	
18. Plaster/Drywall	
19. Decorating	
20. Wood Trim	
21. Stairs	
22. Closets	
23. Wood Floors	
24. Finish Floors	
25. Ceramic Tile	
26. Bath Accessories	
27. Plumbing	
28. Electrical	
29. Heating	
30. Insulation	
31. Cabinetry	
32. Appliances	
33. Basements	
34. Cleanup	
35. Miscellaneous	
36. TOTAL COST OF REPAIRS	\$

SUB-TOTAL SECTION No. 35 \$ _____

Allowable Fees

The following Allowable Fees are requested for inclusion on the 203(k) Maximum Mortgage Worksheet, (form HUD 92700):

Contingency Reserve: _____ % (10 to 20%); \$ _____

Number of Inspections requested: _____ (Usually no more than 5)

Architectural and Engineering Fee: \$ _____ (Attach contract)

Independent Consultant Fee: \$ _____ (Attach written agreement)

Plan Reviewer Fee (where applicable): \$ _____ (Includes mileage: _____ miles X _____ cents)

Permits and Other Fees: \$ _____ (explain)

Applicant Date

Applicant Date

Applicant Date

Applicant Date

Contractor's Signature (where applicable) Date

Consultant/Plan Reviewer's Signature CHUMS ID# _____ Date \$ _____ Paid/Owing
Bill for Services Rendered

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