

Required Document:
Standard 203(k) only

File No:
FHA Case No:

SAMPLE DOCUMENT

Borrower:
Mr. & Mrs. Customer

Lender:

Consultant Work Write Up & Cost Estimate

General Description

This is a single family two story home built in 1997. It is a 4 bedroom 2 1/2 bath home built on a slab foundation with a attached garage and pool. The exterior is mostly brick venner with some wood siding and the roof is a composition roof. The home is vacant and all utilities were on the day of inspection. The home will be vacant during construction and not habitable and all construction will be complete within 10 weeks.

Scope of the Rehabilitation

Once the repairs are completed as outlined in the job specification of repairs, this property will meet all FHA Minimum Property Standards.

Contractor(s)

The project has the following contractor(s):

Sample Construction Company
56789 Construction Way
Anytown, CA 90000
800-222-9999

Write-Up Synopsis

The total cost of construction plus allowable fees comes to \$91,094.00. 4 draws have been established @ \$200.00.

Please direct any questions regarding this architectural package to:

John Smith
HUD Consultant
HUD ID #: A1234
5678 Industrial Hwy
Anytown, CA 90000

Total estimated cost of repairs (construction and fees)

HUD Consultant provides number of draws and fee per draw inspection

Job Specifications and Bid Request

File No:
FHA Case No:

		Labor	Materials	Quantity	Total
-26-	Bathroom				
3	Master bath: Remove existing vanity, tub, shower, toilet, tile on floor and walls, medicine cabinet, light fixtures, ect. entire bathroom is to be demoed. Install pocket door at closet inside bathroom door may be hard to match so CCC will have to leave this in a TBD status. Rebuild new shower pan, including shower liner, wire mesh, sand mix and tile the floor. Tile for bathroom floor and shower walls will be 12X12 or larger and shower floor will be 4X4 or smaller (tile allowance for all bathroom is \$800). Install new tile on bathroom floor. Shower walls will be built with new inset shelving for storage. Install new 3/8" frameless glass enclosure for new shower (glass allowance is \$1200). Install new shower valve in shower and tub (total valve allowance \$500). Install new toilet (allowance is \$300). Install new vanity including sink and countertop (allowance is \$1000). Install new vanity faucets (total allowance for both \$400). Install 4 can lights over vanity, 1 can light over the shower and 1 can light over the tub. Add new electric plugs at vanity. Frost existing windows. Retexture walls to splatter drag to match existing house texture. Sand, prep and paint walls and trim. Note, rotted wood may be additional charge. Total allowances for master bathroom is \$4200). (Desired Repair).	\$3,970.00	\$6,000.00	1	\$9,970.00
	Sub-Total	\$5,820.00	\$8,050.00	--	\$13,870.00
-28-	Electrical				
1	Move electric plugs for 8 wall mount tv's and install 6 can lights in the down stairs area (Desired Repair)	\$500.00	\$500.00	1	\$1,000.00
	Sub-Total	\$500.00	\$500.00	--	\$1,000.00
-29-	Heating				
1	Replace 1 existing HVAC (inside and outside unit) with new American Standard Equipment. Repair and install new coil in 2nd unit. (Mandatory Repair)	\$2,500.00	\$6,000.00	1	\$8,500.00
	Sub-Total	\$2,500.00	\$6,000.00	--	\$8,500.00
-30-	Insulation				
1	Blow 6" of insulation in attic with R19 rating (\$1,000 allowance). Replace existing garage door with new like garage door (\$600 door installation). (Desired Repair)	\$800.00	\$800.00	1	\$1,600.00
	Sub-Total	\$800.00	\$800.00	--	\$1,600.00
-31-	Cabinetry				
1	Sand, caulk, prep and paint kitchen cabinets, inside and outside. Color to be a darker color which may require several coats. Modify desk area per customer specs including added space for ice-maker and installing ice maker. Install 3cm granite counterops in kitchen with a \$4300 allowance total. Install new under-mount sink and new kitchen faucet (allowances included in the \$7500 appliance allowance). Install new stainless steel appliances (\$7500 allowance) including cooktop, oven, microwave, ice-maker, chimney style vent a hood and warming drawer. Remove existing backsplash and install new glass tile backsplash (tile allowance \$400). Install porcelain tile over brick to fireplace (tile allowance \$350). (Desired Repair)	\$5,000.00	\$12,500.00	1	\$17,500.00
	Sub-Total	\$5,000.00	\$12,500.00	--	\$17,500.00
-33-	Basement/Crawl Space				
1	Install 8 Concrete pressed piers per elevation drawing. Includes Initial and final engineering report and final plumbing test will be performed and permits as required. (Recommended Repair)	\$1,970.00	\$1,000.00	1	\$2,970.00
	Sub-Total	\$1,970.00	\$1,000.00	--	\$2,970.00
-35-	Miscellaneous				
1	Convert existing pool to salt water pool (Desired Repair)	\$800.00	\$800.00	1	\$1,600.00
	Sub-Total	\$800.00	\$800.00	--	\$1,600.00
		Labor	Materials	Quantity	Total

Job Specifications and Bid Request

File No:
FHA Case No:

		Labor	Materials	Quantity	Total
	Grand Total	\$33,140.00	\$48,400.00	--	\$81,540.00
		Labor	Materials	Quantity	Total

Contractor's Signature: _____ HUD Consultant's Signature: _____
Borrower Signature: _____ Co-Borrower Signature: _____

Contractor Notes: Contractor is to obtain any necessary permits. Contractor is to provide a copy of their state contractor's license, a copy of proof of worker's compensation insurance along with this bid to facilitate this loan process. It is important to carefully and accurately provide these cost estimates to the cost of the improvements to satisfactorily complete the rehabilitation work at or below the estimate cost since the 203(k) mortgage can't be increased to cover additional expenses. A copy of the termite report is attached and made part of this bid request. All section 1 items must be broken out separately as this is a HUD requirement. All work will be completed to minimum HUD standard or local code requirements, whichever is more stringent. All work will be completed in a professional workmanlike manner and on the basis that time is of the essence.

When completed get a copy of this bid request to:

Borrower: Mr. & Mrs. Customer

Inspector: John Smith
Fax:

Contractor, HUD Consultant, and Borrower signatures are required

Lender:
Address:

File No:
FHA Case No:

Borrower: Mr. & Mrs. Customer
Subject Address: 1234 Oak Street
Anytown, CA 90000

Consultant: John Smith
Address: 5678 Industrial Hwy
Anytown, CA 90000

Recap of Subtotal

1. Masonry	\$0.00
2. Siding	\$0.00
3. Gutters & Downspouts	\$0.00
4. Roof	\$9,000.00
5. Shutters	\$0.00
6. Exteriors	\$0.00
7. Walks	\$0.00
8. Driveways	\$0.00
9. Exterior Paint	\$0.00
10. Caulking	\$0.00
11. Fencing	\$0.00
12. Grading	\$0.00
13. Windows	\$1,500.00
14. Weather-Stripping	\$0.00
15. Exterior Doors	\$0.00
16. Interior Doors	\$0.00
17. Partition Wall	\$0.00
18. Plaster/Drywall	\$0.00
19. Decorating	\$8,000.00
20. Wood Trim	\$0.00
21. Stairs	\$0.00
22. Closets	\$0.00
23. Wood Floors	\$0.00
24. Finished Floors	\$16,000.00
25. Ceramic Tile	\$0.00
26. Bathroom	\$13,870.00
27. Plumbing	\$0.00
28. Electrical	\$1,000.00
29. Heating	\$8,500.00
30. Insulation	\$1,600.00
31. Cabinetry	\$17,500.00
32. Appliances	\$0.00
33. Basement/Crawl Space	\$2,970.00
34. Clean-Up	\$0.00
35. Miscellaneous	\$1,600.00

Total Cost of Repairs

Contingency Reserve (10%)	\$8,154.00
Consulting Fee	\$600.00
Mileage: 0 miles @ \$0.55/mile	\$0.00
Draws: 4 x (\$200.00 + Mileage)	\$800.00
Pest Control Report Fee	\$0.00
Feasibility Fee	\$0.00
Title Update Fee: \$0.00 x 4 Draws	\$0.00
Insurance Fee	\$0.00
Architectural Fee	\$0.00
Permit Fees	\$0.00
Sub-Total	\$9,554.00
Grand Total	\$91,094.00

Total cost of repairs MUST match Total from Contractor Bid

TOTAL COST OF REPAIRS

Enter this figure on Line B1 of the Maximum Mortgage Worksheet

TOTAL COST OF FEES

Itemized fees entered in Section B of the Maximum Mortgage Worksheet

TOTAL ESTIMATED COST OF REPAIRS (CONSTRUCTION AND FEES)

Established by HUD Consultant

Varies based on amount of repairs

Established by HUD Consultant

X _____
HUD Consultant: John Smith

HUD ID# A1234

X _____
Applicant: Mr. & Mrs. Customer

X _____
Contractor: Sample Construction Company

Date
2/15/2014