

FHA 203k BID CHECKLIST

- Bid must include Contractor name, address, phone number, date & license number**
- Bid must include Borrowers name & subject address**
- Bid must break out each portion of repair separately**
Cabinets, tile, granite, tub surround, floor covering, sheetrock, roof, electrical, plumbing
- Bid must break out LABOR vs. MATERIALS for each portion of the job/repair**
- Bid must state amount of materials being used for each portion of the job**
How many gallons of paint, how many yards of carpet, how many sq ft of tile, laminate, granite, how many sheets of sheetrock, etc.
- Bid must state type of materials being used**
Brand of carpet, type/size of tile, brand of window, brand of sink, etc.
- Bid must clearly state which rooms or location repairs are being made to**
Which bathroom, which bedroom, what rooms in home will be carpeted, hardwood, exact location of sheetrock repair, roof repair, siding repair, etc. *If permits are required please break out & include in bid.
- Bid must be signed & dated by all borrowers (including non-occupant if applicable) & General Contractor**
- Bid must include the following wording**
"Work will begin within 30 days of initial payment" "Work will not displace borrowers from the home more than 30 days" "Payment will be 50% at commencement of work & final 50% of payment will be made after entire job completion" "Work will be completed by * _____ (use an exact date here) *This exact date will be 6 mo. out from your estimated start date., i.e. start date June 1st, completion date would then be Dec 1st (dates shorter than 6 mo. out will not be acceptable) Use same date as on Homeowner/Contractor agreement.
- Windows**
If windows are being installed, please state on bid, "windows are being removed and replaced only, sizes are not being enlarged." If all windows in home are being replaced, please state, "entire window package." If not, list rooms/locations where windows being replaced. Please also always provide a list of all window sizes, make and model of windows on bid.
- Appliances**
Bid must state make and model of appliances (new appliances only) ONLY Energy Star appliances on EEM.
- Cabinets**
Bid must include dimensions and diagram/layout for new cabinets.
- Roof**
If bid includes entire roof replacement please specify type of replacement, going over existing or removing and replacing. If replacing entire roof, please state "entire roof" in bid. If only replacing portions of roof, please specify exact locations. Please list quantities of roofing material.
- Licensed Professionals**
If bid includes electrical, plumbing, mold abatement or lead based paint abatement, these can only be performed by a Licensed Professional. Please list on bid name of company being used and provide a copy of the professional's license.
- Amount**
Total of all Bids combined cannot exceed \$30,900, if a 10% contingency is being used. If utilities are not on at time of inspection a 20% contingency may apply.