

Addendum V: Rehab Specifications Template – Exterior

Categories (add more as needed)	Replace	Repair	No Repair Planned	Detailed Description of Work Indicate if work is a repair to existing or replacement; include type of materials proposed (vinyl siding, clad windows, etc.) or if materials are contributing to the historic character of the building. Provide as much detail as possible. If buyer proposed to perform certain work to save on costs, explain and give estimate of the work's value.	Total Cost Out of pocket expenses plus owner labor	
Exterior	Check boxes that apply				Out of Pocket Expenses	Owner Labor
Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Roof, downspouts, and gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Exterior siding, trim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Chimney, flashing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Exterior Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Garage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Driveway, sidewalks, steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Porch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Landscaping/yard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Total						
Total Out of Pocket and Owner Labor						

Rehab Specifications Template – Interior

Categories (add more as needed)	Replace	Repair	No Repair Planned	Detailed Description of Work Indicate if work is a repair to existing or replacement; include type of materials proposed (ceramic tile floors, granite counters, types of cabinets, etc.) or if materials are contributing to the historic character of the building. Provide as much detail as possible. If buyer proposed to perform certain work to save on costs, explain and give estimate of the work's value.	Total Cost Out of pocket expenses plus owner labor	
Mechanical	Check boxes that apply			Indicate if a total replacement of mechanical systems, new or reuse furnace, a/c, hot water heater, electric box (and type), etc. Some information may be captured in room, such a plumbing fixtures, electric outlets, etc.	Out of Pocket Expenses	Owner Labor
HVAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Electric, include electric panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Plumbing, including hot water tank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Additional categories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Kitchen	Check boxes that apply			Indicate if a total gut renovation; reusing or replacing cabinets, counters, flooring, appliances, sinks, faucets, and similar items.	Out of Pocket Expenses	Owner Labor
Cabinets and Countertops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Sink/fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Additional categories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Total						

Rehab Specifications Template – Interior

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Bath	Check all that apply			Indicate if a total gut renovation or repair, install new or reuse bath fixtures	Out of Pocket Expenses	Owner Labor
Vanity/sink/toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Shower/tub enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Bath 2	Check boxes that apply				Out of Pocket Expenses	Owner Labor
Vanity/sink/toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Shower/tub enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Basement						
Basement:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Total						

Rehab Specifications Template – Interior

Categories (add more as needed)	Replace	Repair	No Repair Planned	Detailed Description of Work Indicate if work is a repair to existing or replacement; include type of materials proposed (ceramic tile floors, granite counters, types of cabinets, etc.) or if materials are contributing to the historic character of the building. Provide as much detail as possible. If buyer proposed to perform certain work to save on costs, explain and give estimate of the work's value.	Total Cost Out of pocket expenses plus owner labor	
Entire House	Check boxes that apply			Note which rooms if not the entire house.	Out of Pocket Expenses	Owner Labor
Painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Drywall/Plaster Repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Interior Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Flooring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Trim Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Additional categories:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Additional categories:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Additional categories:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Total						
Total Out of Pocket and Owner Labor						

Renovation Specifications:

- Provided within this application is a rehab specifications template that can be used to provide a detailed breakdown of work. Be as specific as possible — the City will give more weight to an application with more detail.

Project Costs:

- Itemize costs for each part of the renovation. Explain in the specifications or project narrative areas where cost savings are earned by the buyer performing work or using materials already in their possession (to help compare different proposals). If you intend to complete a portion of the work yourself, please list your labor “costs” in the Owner Labor column and any materials/contractor costs in the Out of Pocket Expenses column of the rehab specifications template. Owner’s labor does not need to be covered in the proof of funds.

Costs				
Acquisition Price		Interior Renovation	Out of pocket	Owner labor
Contingency		Exterior Renovation	Out of pocket	Owner labor
Total Out of Pocket Project Costs, not including owner labor:				
Total Project Costs, including owner labor:				