

# Hawkins Rebuilds Homes, Inc.

916 E. Michigan St., Indianapolis, IN 46202 | 317-687-0500 *Voice* | 317-631-0500 *Fax*

## Scope of Work & Property Assessment Form - # 114

<b>Type of Work (Services) Needed for this job:</b> <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Painting <input type="checkbox"/> HVAC <input type="checkbox"/> Windows <input type="checkbox"/> Flooring <input type="checkbox"/> Tear-Out <input type="checkbox"/> Siding <input type="checkbox"/> Roofing <input type="checkbox"/> Chimney <input type="checkbox"/> Gutters <input type="checkbox"/> Landscaping <input type="checkbox"/> Move-in Clean Up <input type="checkbox"/> Concrete <input type="checkbox"/> Construction (doors, drywall, repairs, etc.) <input type="checkbox"/>	Property Address, City, ST, Zip & Phone:
--	--

(Circle, fill-in or cross-out the appropriate wording for each room/section) (Add the total number of items needed next to the item)

<b>Rep Reviewing Property:</b>  <b>Date:</b>  <b>Pictures ID #'s:</b>	<b>Security:</b> <input type="checkbox"/> Lock Box Installed - Code <input type="checkbox"/> Security Equip Installed - Code <input type="checkbox"/> Security, No Trespassing & HRH Construction Signs Installed front &/or back <input type="checkbox"/> Talk to neighbors & leave HRHC info	<b>Total Number of New:</b> Rooms need Flooring All _____ Rooms need Painted All _____ Windows All _____ Shutters All _____ Switch's Outlets & Faceplates All _____
<b>Type of Dwelling:</b> Single Family _____ Duplex Triplex Multiplex _____	Condo _____ On Slab Tri-Level Bi-Level _____ <b>Number of Levels:</b> 1 2 3 4	<b>Access the House (Box code):</b> Pick Keys Up at: _____ Use Screw gun _____
# of Bedrooms: _____ # of Bathrooms: _____	<b>Square Footage</b> (inside house): _____	<b>Make Ready for:</b> Section 8 Rental Wholesale Retail
<b>Utilities:</b> Gas On Off Called Date _____ Electric On Off Called Date _____	Water On Off Called Date _____ Cable On Off Called Date _____ Sewer _____	Oil Tank _____ Well _____ Septic _____

### Sections of the Property

<b>1) Roof – Size:</b> Shingles Ok Add Repair Replace Decking Ok Add Repair Replace Rafters Ok Add Repair Replace Chimney Ok None Add Repair Replace Vents Ok None Add Repair Replace Antenna Ok Repaired Remove Needs Tear Off Yes No Needs Permit Yes No	<b>2) Gutters – Length:</b> Size 5” 6” Ok None Add Repair Replace Gutter Board Ok None Add Repair Replace Fascia & Soffit Ok None Add Repair Replace Drip Edge Ok None Add Repair Replace Downspouts Ok None Add Repair Replace Run Offs Ok None Add Repair Replace Clean-Out Ok Needs cleaned out	<b>3) Exterior Walls</b> Brick Ok Repair Replace Aluminum Ok Repair Replace Vinyl siding Ok Repair Replace Wood / Shingles Ok Repair Replace / Needs Paint Paint / Plaster Ok Repair Replace / Needs Paint Power Wash Ok Yes No Outside Water Ok None Add Repair Replace Dryer Vent Ok None Add Repair Replace
--	---	--

<b>4) Electrical &amp; HVAC (Outside)</b> Electric Meter Ok None Add Replace Weather Head Ok None Add Replace A/C Compressor Ok None Add Replace	<b>5) Shutters – wood plastic Aluminum</b> Ok None Add Repair Replace	<b>6) Foundation (other than basement)</b> Slab Crawl Space Ok Repair
---	--	--

<b>7) Landscaping</b> (Includes move-in Clean Up) Grass Ok Cut grass Hedges Ok Trim Hedges Trees Ok Trim Cut Down Yards, front & back Ok Needs Cleaned Up Driveway Ok Gravel Asphalt Concrete Decking Ok None Add Repair Replace Outside lighting Ok None Add Repair Replace Storage Shed Ok Repair Replace Remove Fencing Front Back Ok None Add Repair Replace	<b>8) Front Entrance / Porch - Handrail</b> Door w/trim Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Windows Ok None Add Repair Replace Flooring Ok concrete wood Repair Replace Lighting Ok None Add Repair Replace Screens Ok None Add Repair Replace Sidewalks Ok None Add Repair Replace Steps Ok None Add Repair Replace	<b>9) Back Entrance / Porch - Handrail</b> Door w/trim Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Windows Ok None Add Repair Replace Flooring Ok concrete wood Repair Replace Lighting Ok None Add Repair Replace Screens Ok None Add Repair Replace Sidewalks Ok None Add Repair Replace Steps Ok None Add Repair Replace
---	---	--

<b>10) Garage – Attached Free Standing 1 1/2 2</b> Doors Ok None Add Repair Replace Windows Ok None Add Repair Replace Lights – in & out Ok None Add Repair Replace Electrical Ok None Add Repair Replace Overhead doors Ok None Add Repair Replace Roof Ok Add Repair Replace Driveway Ok Add Repair Replace Gravel Asphalt Dirt Concrete	<b>11) Basement – None half full</b> Finished Unfinished Door w/trim Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Windows Ok None Add Repair Replace Flood damage Yes No Floor supports OK Needs Repair Termites Yes No Don't Know Floor Drain Ok Needs Cleaned out Don't Know	<b>12) Attic</b> Insulation Ok None Add Type of Access Pull-Down Stairs Fans Ok None Add Repair Replace Vents Ok None Add Repair Replace Lights Ok None Add Repair Replace Door Ok None Add Repair Replace
--	---	--

<b>13) Living / Front Room - Size:</b> Door w/trim Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Windows Ok None Add Repair Replace Screens Ok None Add Repair Replace Blinds Ok None Add Repair Replace Trim Ok None Add Repair Replace Lighting Ok None Add Repair Replace Switches/Outlets Ok None Add Repair Replace Closet Doors Ok None Add Repair Replace Ceiling Ok None Add Repair Replace Walls / drywall Ok None Add Repair Replace Paint Ok None Add Repair Replace Air Vents Ok None Add Repair Replace Floors (clean only) Ok None Add Repair Replace Replace with Wood Carpet Vinyl Tile Paint	<b>14) Family Room - Size:</b> Door w/trim Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Windows Ok None Add Repair Replace Screens Ok None Add Repair Replace Blinds Ok None Add Repair Replace Trim Ok None Add Repair Replace Lighting Ok None Add Repair Replace Switches/Outlets Ok None Add Repair Replace Closet Doors Ok None Add Repair Replace Ceiling Ok None Add Repair Replace Walls / drywall Ok None Add Repair Replace Paint Ok None Add Repair Replace Air Vents Ok None Add Repair Replace Floors (clean only) Ok None Add Repair Replace Replace with Wood Carpet Vinyl Tile Paint	<b>15) Dining Room - Size:</b> Door w/trim Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Windows Ok None Add Repair Replace Screens Ok None Add Repair Replace Blinds Ok None Add Repair Replace Trim Ok None Add Repair Replace Lighting Ok None Add Repair Replace Switches/Outlets Ok None Add Repair Replace Closet Doors Ok None Add Repair Replace Ceiling Ok None Add Repair Replace Walls / drywall Ok None Add Repair Replace Paint Ok None Add Repair Replace Air Vents Ok None Add Repair Replace Floors (clean only) Ok None Add Repair Replace Replace with Wood Carpet Vinyl Tile Paint
---	---	---

<b>16) Hall Way – Closet Yes No</b>	<b>17) Entry Way – Closet Yes No</b>	<b>18) Utility/Laundry Room - Size:</b> Washer & Dryer Hookup Ok Replace Utility sink _____ Shelving _____ GFI Plug Y N Replace
-------------------------------------	--------------------------------------	--

<b>19) Den / Parlor / Sewing Room</b>	<b>20) Sun Room / Patio</b> Patio Doors Ok None Add Repair Replace Screens Ok None Add Repair Replace	<b>21) Stairs</b> To second floor or basement - Handrail _____ Lighting _____ Flooring Ok None Add Repair Replace
---------------------------------------	---	--

<b>22) Electrical (Inside)</b> Needs Tagged Yes No Needs Permit Yes No Panel Box 60 100 200 Amps Ok Replace  Replace all switches, outlets & faceplates Yes No	<b>23) Plumbing – Major</b> Steel Copper PVC Pex It's all there Add Repair Replace Needs Permit Yes No	<b>24) HVAC – Gas Electric Wood</b> Furnace None Ok Add Repair Replace A/C Coil None Ok Add Repair Replace Ducks Ok None Repair Replace Thermostat Ok None Repair Replace Needs Service Units are Ok
---	---	---

<b>25) Tear-Out</b> Needs Dumpster Remove Trash	<b>26) Move-in Clean Up</b> (completed last) Cleaning supplies Light bulbs	<b>27)</b>
---	--	------------

<b>28) Kitchen - Size:</b> Door Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Windows Ok None Add Repair Replace Screens Ok None Add Repair Replace Blinds Ok None Add Repair Replace Trim Ok None Add Repair Replace	Lighting Ok None Add Repair Replace Exhaust Fan Ok None Add Repair Replace Switches/Outlets Ok None Add Repair Replace GFI plug Ok None Add Repair Replace Ceiling Ok None Add Repair Replace Walls Ok None Add Repair Replace Paint Ok None Add Repair Replace	Closet Pantry Ok None Add Repair Replace Air Vents Ok None Add Repair Replace Cabinets Ok None Add Repair Replace Counter Top Ok None Add Repair Replace Sink w/fixtures Ok None Add Repair Replace Floors (clean only) Ok None Add Repair Replace Replace with Wood Carpet Vinyl Tile Paint
--	---	--

If the property has more than 3 bedrooms or 2 bathrooms please use a second Assessment Form for those additions.

<b>29) Bedroom #1 - Size:</b> Door w/trim Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Windows Ok None Add Repair Replace Screens Ok None Add Repair Replace Blinds Ok None Add Repair Replace Trim Ok None Add Repair Replace Lighting Ok None Add Repair Replace Switches/Outlets Ok None Add Repair Replace Ceiling Ok None Add Repair Replace Walls Ok None Add Repair Replace Paint Ok None Add Repair Replace Air Vents Ok None Add Repair Replace Closet Doors Ok None Add Repair Replace Closet Rods Ok None Add Repair Replace Closet Shelf's Ok None Add Repair Replace Closet Light Ok None Add Repair Replace Floors (clean only) Ok None Add Repair Replace Replace with Wood Carpet Vinyl Tile Paint	<b>30) Bedroom #2 - Size:</b> Door w/trim Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Windows Ok None Add Repair Replace Screens Ok None Add Repair Replace Blinds Ok None Add Repair Replace Trim Ok None Add Repair Replace Lighting Ok None Add Repair Replace Switches/Outlets Ok None Add Repair Replace Ceiling Ok None Add Repair Replace Walls Ok None Add Repair Replace Paint Ok None Add Repair Replace Air Vents Ok None Add Repair Replace Closet Doors Ok None Add Repair Replace Closet Rods Ok None Add Repair Replace Closet Shelf's Ok None Add Repair Replace Closet Light Ok None Add Repair Replace Floors (clean only) Ok None Add Repair Replace Replace with Wood Carpet Vinyl Tile Paint	<b>31) Bedroom #3 - Size:</b> Door w/trim Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Windows Ok None Add Repair Replace Screens Ok None Add Repair Replace Blinds Ok None Add Repair Replace Trim Ok None Add Repair Replace Lighting Ok None Add Repair Replace Switches/Outlets Ok None Add Repair Replace Ceiling Ok None Add Repair Replace Walls Ok None Add Repair Replace Paint Ok None Add Repair Replace Air Vents Ok None Add Repair Replace Closet Doors Ok None Add Repair Replace Closet Rods Ok None Add Repair Replace Closet Shelf's Ok None Add Repair Replace Closet Light Ok None Add Repair Replace Floors (clean only) Ok None Add Repair Replace Replace with Wood Carpet Vinyl Tile Paint
--	--	--

<b>35) Bathroom #1 – Full Half Size:</b> Door w/trim Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Windows Ok None Add Repair Replace Screens Ok None Add Repair Replace Blinds Ok None Add Repair Replace Trim Ok None Add Repair Replace Lighting Ok None Add Repair Replace Exhaust Fan Ok None Add Repair Replace Switches/Outlets Ok None Add Repair Replace GFI plug Ok None Add Repair Replace Closet Doors Ok None Add Repair Replace Closet Shelf's Ok None Add Repair Replace Ceiling Ok None Add Repair Replace Walls / drywall Ok None Add Repair Replace Paint Ok None Add Repair Replace Air Vents Ok None Add Repair Replace Toilet Ok None Add Repair Replace Tub w/fixtures Ok None Add Repair Replace Tub Surround Ok None Add Repair Replace Sink w/fixtures Ok None Add Repair Replace Vanity Ok None Add Repair Replace Med Cabinet Ok None Add Repair Replace Wall Fixtures Ok None Add Repair Replace Floors (clean only) Ok None Add Repair Replace Replace with Wood Carpet Vinyl Tile Paint	<b>36) Bathroom #2 – Full Half Size:</b> Door w/trim Ok None Add Repair Replace Door Lockset Ok None Add Repair Replace Screens Ok None Add Repair Replace Windows Ok None Add Repair Replace Blinds Ok None Add Repair Replace Trim Ok None Add Repair Replace Lighting Ok None Add Repair Replace Exhaust Fan Ok None Add Repair Replace Switches/Outlets Ok None Add Repair Replace GFI plug Ok None Add Repair Replace Closet Doors Ok None Add Repair Replace Closet Shelf's Ok None Add Repair Replace Ceiling Ok None Add Repair Replace Walls / drywall Ok None Add Repair Replace Paint Ok None Add Repair Replace Air Vents Ok None Add Repair Replace Toilet Ok None Add Repair Replace Tub w/fixtures Ok None Add Repair Replace Tub Surround Ok None Add Repair Replace Sink w/fixtures Ok None Add Repair Replace Vanity Ok None Add Repair Replace Med Cabinet Ok None Add Repair Replace Wall Fixtures Ok None Add Repair Replace Floors (clean only) Ok None Add Repair Replace Replace with Wood Carpet Vinyl Tile Paint	<b>40) Appliances &amp; Miscellaneous</b> Stove Gas Electric Y N Order New Used Refrigerator Y N Order New Used Range Hood Y N Order New Used Dishwasher Y N Order New Used Microwave Y N Order New Used Washer Y N Order New Used Dryer Y N Order New Used Smoke Detectors Y N Replace Rep Battery Garbage Disposal Y N None Add Replace Water Softener Ok None Add Replace Water Heater Gas Electric Ok None Replace Water Heater Pop Off Valve Ok None Replace Trash Compactor Y N OK Add Repair Replace Sump Pump Y N OK Add Repair Replace
---	---	---

<b>45) General Condition of the Property:</b>	<b>46) Notes on the Neighborhood:</b>
---	---------------------------------------

Line #	Item #	List Additional Notes or Items that needs to be completed on this property. Any room additions or deletions should be added to the below section.
1		
2		
3		
4		
5		
6		
7		
8		