



Joanne Peerman

**CONTRACTOR CALLS TO SAY:
“STICK A FORK IN IT MAN, I’M DONE”**

Summary of Steps in Completing Rehabilitation of a Home

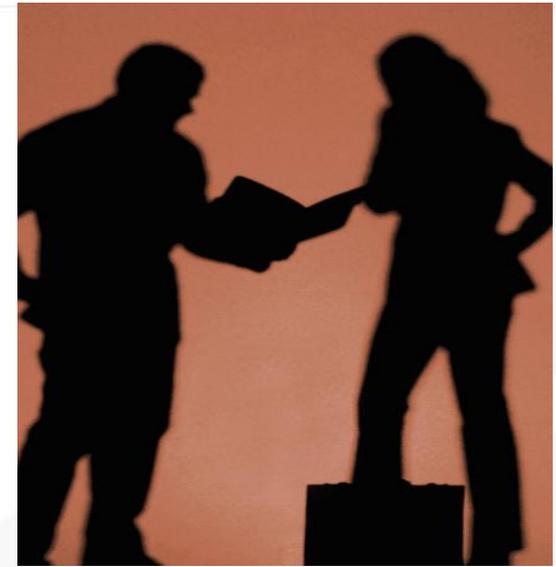
- Contractor contacts Rehabilitation Specialist
- Final Inspection(s) Occurs
- Punchlist may be developed
- Rehab Specialist collects Contractor Paperwork
- Grant Manager arranges Home Maintenance Education for Homeowner
- Family Signs Document Accepting Work

Rehab Specialist Role in Closeout



- Rehab Specialist identifies Final Inspection date
- Pre-1978 House – Evidence of: Lead Clearance Testing and Lead Hazard Reduction Notice
- Thorough inspection occurs
- Collect Contractor Paperwork
- Secure copy of any Building Inspector's Reports (CO)

Final Inspection Date



- Coordinated with Grant Manager and Homeowner
- Thorough interior and exterior inspection (HQS Form)
- Work Write-Up in hand check off work completed
- Rehab Specialist to verify owner receipt of warranties

Pre-1978 Houses

- LBP Clearance Examination Reports w/lab analysis
- LBP Hazard Reduction Completion Notice



Contractor Paperwork

- Affidavit of Release of Liens
- Affidavit of Payment of Debts and Claims
- Register of Contractors, Subcontractors and Suppliers
- Register of Assigned Employees (CDBG Only)
- Certificate of Occupancy, Well/Septic Operation Permit



Punchlist



- Unfinished or omitted items written in specs are noted
- Punchlist developed
- Only those items on the Punchlist re-inspected
- When satisfactorily completed RS to certify completion

Grant Manager's Role in Closeout

- Complete Final HQS Inspection form
- Provide Payment Coupons and Amortization Schedule
- Collect Paperwork from Rehab Specialist
- Photocopy warranties and pass to Homeowner
- Make sure home is insured
- Provide/Arrange Home Maintenance Education

Final HQS Inspection

- Grant Manager to conduct
- Do not process final payment to Contractor or Rehab Specialist until all items pass and all documents submitted



Why Photocopy Warranties?

- All work warranted for 12 months
- Contractor out of business
- Family loss warranty document
- Grantee responsible for replacement/repair
- Photocopy in files 😊

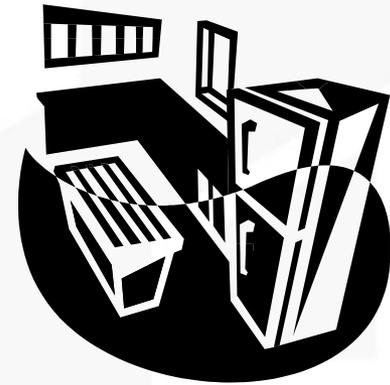


Why Insurance?



Home Maintenance Education

- One on one or Class Training
- Develop Curriculum
- Explain maintaining new systems
- Household Budgeting
- Cleaning and Repair Kits
- Booklets (Budgeting and Housekeeping)



Homeowner/Occupant Involvement

- Attend Home Maintenance Education
- Sign Acceptance of Work document
- Keep Property Free of Junk and Debris
- Maintain Unit to Standard Condition
- Accept Warranties and Payment Coupons



In the End

- Grant Manager Satisfied
- Rehab Specialist Satisfied
- Local Building Official Satisfied
- Homeowner Satisfied

