

PENNSYLVANIA HOUSING FINANCE AGENCY
Homeownership Programs Division
211 North Front Street, Harrisburg, PA 17101
www.phfa.org
800-822-1174

Final Scope of Work

This version of the Home Evaluators Checklist is for contractor bidding purposes. It should contain **only** the work that the borrower is interested in having performed and that is projected to be affordable within the total funds available to them. Borrowers must sign this document indicating their agreement that this is the work to be bid on by contractors.

Homeowners: You are asked to sign this form to indicate that you understand that

1) Depending on the cost of the contractors' bids, even this Final Scope of Work document may have to be revised to include fewer items in order to fit within the funds available to you. If this should occur, the LPA will provide you with a REVISED Final Scope of Work Document for your signature.

2) It is your responsibility to make sure that all items specified on this Final Scope of Work Document are included in the contract between you and the contractor that you select.

Borrowers's signatures must be obtained on this document **and** ultimately, the contract between the borrower and the winning contractor.

**

We _____, the undersigned, owner(s)
of _____, PENNSYLVANIA,
understand that the Scope of Work contained in this document describes all work that we will be able to have completed in our home with the loan proceeds from the Renovate & Repair Loan and any other funds we have already provided to the Local Program Administrator as "escrowed funds," if applicable.

continued

¹ All local and state codes which exceed program minimums must be met.

We understand that if the funds available are not sufficient to complete the work described herein, we will have to reduce the amount of work to be done in our home or escrow additional funds with the Local Program Administrator.

We understand that work will not proceed until all funds necessary to pay for it are held by the Local Program Administrator.

Borrower's Signature: _____

Co-Borrower's Signature: _____

LPA Representative Signature: _____

¹ All local and state codes which exceed program minimums must be met.

**PHFA Keystone Renovate and Repair Loan
Final Scope of Work**

AREAS FOR REVIEW AND MINIMUM PROGRAM REQUIREMENTS ¹	CUSTOMER PREFERENCES AND HOME EVALUATOR'S NOTES
Exterior Lighting	
Private Sidewalks	
Driveway and Garage	
Ramps and Stairs	
Decks/Porches/Exterior Doors	

¹ All local and state codes which exceed program minimums must be met.

AREAS FOR REVIEW AND MINIMUM PROGRAM REQUIREMENTS ¹	CUSTOMER PREFERENCES AND HOME EVALUATOR'S NOTES
Foundation	
Exterior Walls	
Windows	
Roof	
Chimneys	
Evidence of Infestation	

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<p style="text-align: center;">AREAS FOR REVIEW AND MINIMUM PROGRAM REQUIREMENTS ¹</p>	<p style="text-align: center;">CUSTOMER PREFERENCES AND HOME EVALUATOR'S NOTES</p>
<p>Exterior Paint Recommend to homeowner that home be painted, using lead safe work practices, if paint is chipping or peeling and the home was built prior to 1978. Homeowner <u>must</u> sign statement indicating that they received lead hazard pamphlet.</p>	
<p>Interior Lighting</p>	
<p>Interior Walls and Floors</p>	
<p>Electrical If the homeowner plans to use Keystone Renovate & Repair funds for electrical upgrades, then the work specifications <u>must</u>: <ul style="list-style-type: none"> a) provide at least 100 AMP three wire service; b) panel boxes must be upgraded to circuit breaker type. </p>	
<p>Heating / Air Conditioning To use Keystone Renovate & Repair funds the heating system must be repaired or replaced if not in working order</p>	

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<p style="text-align: center;">AREAS FOR REVIEW AND MINIMUM PROGRAM REQUIREMENTS ¹</p>	<p style="text-align: center;">CUSTOMER PREFERENCES AND HOME EVALUATOR'S NOTES</p>
<p>Plumbing If the homeowner plans to use Keystone Renovate & Repair funds for plumbing upgrades, then the work <u>specifications must</u>:</p> <ul style="list-style-type: none"> a) properly vent the hot water heater (if gas or oil fired) b) install a pressure relief valve and discharge line c) repair or replace any leaking fixture that may cause structural damage to the home 	
<p>Septic/Sewer If the homeowner plans to use Keystone Renovate & Repair funds for septic/sewer upgrades, or to tap in to public sewers then the work <u>specifications must</u> ensure connection to either a public sewer system or an approved private sewage disposal system.</p>	
<p>Private Water If the homeowner plans to use Keystone Renovate & Repair funds to repair or install a well or other private water system, the water must be tested to ensure its potability. (Additional funds must be spent to make water safe for consumption, if it fails testing.)</p>	
<p>Smoke Detectors To use the Keystone Renovate & Repair funds one smoke detector must be installed and operable on each sleeping level</p>	

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<p style="text-align: center;">AREAS FOR REVIEW AND MINIMUM PROGRAM REQUIREMENTS ¹</p>	<p style="text-align: center;">CUSTOMER PREFERENCES AND HOME EVALUATOR’S NOTES</p>
<p>Interior Paint <u>Recommend</u> to homeowner that home be painted, using lead safe work practices, if paint is chipping or peeling and the home was built prior to 1978. Homeowner <u>must</u> sign statement indicating that they received lead hazard pamphlet.</p>	
<p>Kitchen If the homeowner plans to use Keystone Renovate & Repair funds for kitchen upgrades, then the work <u>specifications must</u>:</p> <ul style="list-style-type: none"> a) create an operable kitchen with sink. b) Install Ground Fault Circuit Interrupter (GFCI) outlets above the counter top if none available at start of job. 	
<p>Bathrooms If the homeowner plans to use Keystone Renovate & Repair funds for bathroom upgrades, then the work <u>specifications must</u>:</p> <ul style="list-style-type: none"> a) create an operable bathroom with sink, toilet, bathtub or shower, and window or fan for ventilation. b) Install at least one Ground Fault Circuit Interrupter (GFCI) outlet if none are available at the start of the job 	

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AREAS FOR REVIEW AND MINIMUM PROGRAM REQUIREMENTS ¹	CUSTOMER PREFERENCES AND HOME EVALUATOR'S NOTES
Bedrooms	
Laundry Area If the homeowner plans to use Keystone Renovate & Repair funds on laundry facilities, then the work <u>specifications must:</u> a) vent the dryer to the exterior	
Other	

PHFA is glad to be working with Local Program Administrators across Pennsylvania to help borrowers repair and improve their homes. Call us at 717-780-3871 if you have any questions.

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