

# HomeEq Servicing

◆701 Corporate Center Drive, 3<sup>rd</sup> Floor, Mail Code NC 4794 · Raleigh, NC 27607 · www.homeq.com/reo◆

## CONSTRUCTION AND PROPERTY SERVICES REPAIR PROPOSAL

Date: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_ Phone/Fax: \_\_\_\_\_  
HomEq No: \_\_\_\_\_ Purchase order No: \_\_\_\_\_  
Key Map No: \_\_\_\_\_ Work order No: \_\_\_\_\_

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**CONTRACTOR:** Please bid per the attached Bid Sheet. Bid every item indicated. Bid the item and note your recommendation on comment section.

Please address each item. A brief description of work needed would aid in evaluating your bid; do this in the lines provided. **Show number of squares and weight of roofing material to be installed. Show square yards, weight of carpet and thickness of carpet pad to be installed. Show square yards and type of vinyl to be installed.**

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**INSTRUCTIONS:** All bids must be itemized. Each item listed must have a price beside it. Bids are to include painting of the interior and exterior of all cabinets, if applicable. Any new carpet installed must be vacuumed. Air conditioning vents and/or registers are to be painted if metal; cleaned if plastic, or reinstalled if removed. Replace air conditioning filter if applicable. Be sure to check deed restrictions if roof is replaced, or exterior is painted. If electricity is needed for this bid, please check with broker to make sure it is on. Bid is to include all door stops and all switch plate covers. Exterior trim and siding repair includes soffit screens. If awarded this bid, it is your responsibility to re-winterize this property during and after repairs if weather warrants, and to haul off trash/old materials and to complete a **THOROUGH FINAL CLEAN**. Return bid within 7 working days.

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**WE PROPOSE** hereby to furnish material and labor - complete in accordance with attached specifications, for the sum \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_). All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the attached specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Contractor shall furnish all necessary liability and Worker's Compensation Insurance.

Authorized signature: \_\_\_\_\_  
Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

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**ACCEPTANCE OF PROPOSAL** - The attached prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do this work as specified. Your invoice should be forwarded to the attention of the undersigned.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

### EXTERIOR

<b><u>BID</u></b>	<b><u>(STATUS/CONDITION)</u></b>	<b><u>COMMENTS</u></b>	<b><u>COST</u></b>
_____	Roof (Sq._____ TO___ RO_____)	_____	_____
_____	Paint (earth tone)	_____	_____
_____	Wood	_____	_____
_____	Gutters	_____	_____
_____	Re-glazing	_____	_____
_____	Doors	_____	_____
_____	Garage Door	_____	_____
_____	Fence	_____	_____
_____	Other	_____	_____

**INTERIOR (STATUS/CONDITION):**

_____	Paint (oil base/enamel wood trim)	_____	_____
_____	Sheetrock	_____	_____
_____	Wallpaper	_____	_____
_____	Trim	_____	_____
_____	Cabinets	_____	_____
_____	Counter Top	_____	_____
_____	Plumbing	_____	_____
_____	Mirrors	_____	_____
_____	Shower Doors	_____	_____
_____	Tile	_____	_____
_____	Carpet (replace) sq. yd. /pad	_____	_____
_____	Carpet (clean)	_____	_____
_____	Vinyl (repair/replace) sq. yd.	_____	_____
_____	Doors	_____	_____
_____	Door Stop and Light Covers	_____	_____

**APPLIANCES (STATUS/CONDITION/TYPE/BRAND AND MODEL/COLOR):**

_____	Disposal	_____	_____
_____	Range/Oven (BI or FS)	_____	_____
_____	Dishwasher	_____	_____
_____	Refrigerator	_____	_____

**UTILITIES (STATUS/CONDITION):**

_____	Water Heater	_____	_____
_____	Heat/AC	_____	_____
_____	Water Well	_____	_____
_____	Septic System	_____	_____
_____	Other	_____	_____

**COMMENTS:**

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