HO-6A

**REHABILITATION WORK WRITE-UP**

**Owner:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grantee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Formatted in conjunction with the Uniform Physical Condition Standards Checklist

**SITE**

**FENCING & GATES**

***Damaged/ Falling/ Leaning/ Holes/ Missing Sections***

Observable deficiencies, action required, and description of materials

**GROUNDS**

***Erosion/ Rutting/ Overgrown Vegetation/ Ponding/ Site Drainage***

Observable deficiencies, action required, and description of materials

**MAILBOX/ SIGNS**

***Missing/ Damaged/ Address Numbers/ Missing/ Damaged***

Observable deficiencies, action required, and description of materials

**MARKET APPEAL**

***Graffiti/ Litter***

Observable deficiencies, action required, and description of materials

**PARKING/ DRIVEWAY/ ROADS**

***Cracks/ Ponding/ Potholes/ Loose Material/ Settlement***

Observable deficiencies, action required, and description of materials

**REFUSE DISPOSAL**

***Broken/ Damaged Enclosures/ Inadequate/ Missing***

Observable deficiencies, action required, and description of materials

**RETAINING WALLS**

***Damaged/ Falling/ Leaning***

Observable deficiencies, action required, and description of materials

**STORM DAMAGE**

***Damage/ Obstructed***

Observable deficiencies, action required, and description of materials

**WALKWAY/ STEPS**

***Broken/ Cracks/ Settlement/ Spalling/ Missing or Damaged Handrails***

Observable deficiencies, action required, and description of materials

**BUILDING EXTERIOR**

**DOORS**

***Damaged/ Frames/ Thresholds/ Hardware/ Surface/ Weather Stripping/ Caulking/ Storm Door***

Observable deficiencies, action required, and description of materials

**FIRE ESCAPES**

***Blocked Egress/ Ladders/ Missing Components***

Observable deficiencies, action required, and description of materials

**FOUNDATIONS**

***Cracks/ Gaps/ Spalling/ Exposed Rebar***

Observable deficiencies, action required, and description of materials

**LIGHTING**

***Broken/ Missing/ Fixtures/ Bulbs***

Observable deficiencies, action required, and description of materials

**PATIO/ PORCH/ BALCONY**

***Damaged/ Missing/ Baluster/ Railing/ Decking/ Surface***

Observable deficiencies, action required, and description of materials

**ROOFS**

***Damaged/ Soffit/ Fascia/ Vents/ Drains/ Membrane/ Shingles/ Gutters/ Downspout/ Ponding***

Observable deficiencies, action required, and description of materials

**STAIRS**

***Broken/ Damaged/ Missing/ Steps/ Handrails/ Guardrails***

Observable deficiencies, action required, and description of materials

**WALLS**

***Damaged/ Missing/ Cracks/ Gaps/ Holes/ Spalling/ Peeling/ Caulking/ Chimneys***

Observable deficiencies, action required, and description of materials

**WINDOWS**

***Damaged/ Missing/ Broken/ Frames/ Panes/ Sills/ Lintels/ Trim/ Screens/ Caulking/ Paint***

Observable deficiencies, action required, and description of materials

**BUILDING SYSTEMS**

**DOMESTIC WATER**

***Leaking Central Water Supply/ Broken/ Inoperative***

Observable deficiencies, action required, and description of materials

**ELECTRICAL SYSTEMS**

***Access/ Damaged/ Missing/ Breakers/ Covers/ Wires/ Corrosion/ Evidence Water Leaks***

Observable deficiencies, action required, and description of materials

**HOT WATER HEATER**

***Inoperative/ Leaking/ Rust/ Corrosion/ Missing/ TPRV/ Vent/ Chimney/ Combustion Air***

Observable deficiencies, action required, and description of materials

**HVAC**

***Inoperative/ Noisy/ Vibrating/ Leaking/ Rust/ Corrosion/ Missing/ Vent/ Chimney/ Covers***

Observable deficiencies, action required, and description of materials

**SANITARY SYSTEMS**

***Broken/ Leaking/ Clogged/ Missing/ Cleanout/ Manhole Covers***

Observable deficiencies, action required, and description of materials

**UNIT**

**BATHROOM**

**BATHROOM**

***Cabinets/ Top/ Sink/ Plumbing/ Tub/ Shower/ Ventilation/ Water Closet***

Observable deficiencies, action required, and description of materials

**CEILING**

***Bulging/ Buckling/ Cracks/ Holes/ Peeling/ Damaged/ Missing/ Tile/ Panels/ Water Stains***

Observable deficiencies, action required, and description of materials

**DOORS**

***Damaged/ Missing/ Frames/ Threshold/ Lintel/ Hardware/ Surface/ Paint***

Observable deficiencies, action required, and description of materials

**ELECTRICAL SYSTEM**

***Inoperable/ GFCI/ Damage/ Missing/ Wire/ Cover Plates/ Light Fixture/ Evidence Water Leaks***

Observable deficiencies, action required, and description of materials

**FLOORS**

***Bulging/ Buckling/ Damaged/ Missing/ Covering/ Tile/ Deteriorated Subfloor/ Water Stains***

Observable deficiencies, action required, and description of materials

**WALLS**

***Bulging/ Buckling/ Damaged/ Trim/ Paint/ Water Stains/ Mold/ Mildew***

Observable deficiencies, action required, and description of materials

**WINDOWS**

***Cracked/ Broken/ Missing/ Panes/ Sill/ Caulking/ Hardware/ Paint/ Water Stains/ Screens***

Observable deficiencies, action required, and description of materials

**KITCHEN**

**KITCHEN**

## Damaged/ Missing/ Cabinets/ Countertop/ Sink/ Faucet/ Plumbing/ Appliances

Observable deficiencies, action required, and description of materials

**CEILING**

***Bulging/ Buckling/ Cracks/ Holes/ Peeling/ Damaged/ Missing/ Tile/ Panels/ Water Stains***

Observable deficiencies, action required, and description of materials

**DOORS**

***Damaged/ Missing/ Frames/ Threshold/ Lintel/ Hardware/ Surface/ Paint***

Observable deficiencies, action required, and description of materials

**ELECTRICAL SYSTEM**

***Inoperable/ GFCI/ Damage/ Missing/ Wire/ Cover Plates/ Light Fixture/ Evidence Water Leaks***

Observable deficiencies, action required, and description of materials

**FLOORS**

***Bulging/ Buckling/ Damaged/ Missing/ Covering/ Tile/ Deteriorated Subfloor/ Water Stains***

Observable deficiencies, action required, and description of materials

**WALLS**

***Bulging/ Buckling/ Damaged/ Trim/ Paint/ Water Stains/ Mold/ Mildew***

Observable deficiencies, action required, and description of materials

**WINDOWS**

***Cracked/ Broken/ Missing/ Panes/ Sill/ Caulking/ Hardware/ Paint/ Water Stains/ Screens***

Observable deficiencies, action required, and description of materials

**BEDROOM**

**BEDROOM**

## Damaged/ Missing/ Smoke Detector/ Ceiling Fan/ Closet/ Egress

Observable deficiencies, action required, and description of materials

**CEILING**

***Bulging/ Buckling/ Cracks/ Holes/ Peeling/ Damaged/ Missing/ Tile/ Panels/ Water Stains***

Observable deficiencies, action required, and description of materials

**DOORS**

***Damaged/ Missing/ Frames/ Threshold/ Lintel/ Hardware/ Surface/ Paint***

Observable deficiencies, action required, and description of materials

**ELECTRICAL SYSTEM**

***Inoperable/ GFCI/ Damage/ Missing/ Wire/ Cover Plates/ Light Fixture/ Evidence Water Leaks***

Observable deficiencies, action required, and description of materials

**FLOORS**

***Bulging/ Buckling/ Damaged/ Missing/ Covering/ Tile/ Deteriorated Subfloor/ Water Stains***

Observable deficiencies, action required, and description of materials

**WALLS**

***Bulging/ Buckling/ Damaged/ Trim/ Paint/ Water Stains/ Mold/ Mildew***

Observable deficiencies, action required, and description of materials

**WINDOWS**

***Cracked/ Broken/ Missing/ Panes/ Sill/ Caulking/ Hardware/ Paint/ Water Stains/ Screens***

Observable deficiencies, action required, and description of materials

**HALLWAY**

**HALLWAY**

## Damaged/ Missing/ Smoke Detector/ Closet/ Attic Access/ Egress

Observable deficiencies, action required, and description of materials

**CEILING**

***Bulging/ Buckling/ Cracks/ Holes/ Peeling/ Damaged/ Missing/ Tile/ Panels/ Water Stains***

Observable deficiencies, action required, and description of materials

**DOORS**

***Damaged/ Missing/ Frames/ Threshold/ Lintel/ Hardware/ Surface/ Paint***

Observable deficiencies, action required, and description of materials

**ELECTRICAL SYSTEM**

***Inoperable/ GFCI/ Damage/ Missing/ Wire/ Cover Plates/ Light Fixture/ Evidence Water Leaks***

Observable deficiencies, action required, and description of materials

**FLOORS**

***Bulging/ Buckling/ Damaged/ Missing/ Covering/ Tile/ Deteriorated Subfloor/ Water Stains***

Observable deficiencies, action required, and description of materials

**STAIRS**

***Broken/ Damaged/ Missing/ Steps/ Handrails/ Guardrails***

Observable deficiencies, action required, and description of materials

**WALLS**

***Bulging/ Buckling/ Damaged/ Trim/ Paint/ Water Stains/ Mold/ Mildew***

Observable deficiencies, action required, and description of materials

**WINDOWS**

***Cracked/ Broken/ Missing/ Panes/ Sill/ Caulking/ Hardware/ Paint/ Water Stains/ Screens***

Observable deficiencies, action required, and description of materials

**LIVING ROOM**

**LIVING ROOM**

## Damaged/ Missing/ Smoke Detector/ Ceiling Fan/ Closet/ Entry

Observable deficiencies, action required, and description of materials

**CEILING**

***Bulging/ Buckling/ Cracks/ Holes/ Peeling/ Damaged/ Missing/ Tile/ Panels/ Water Stains***

Observable deficiencies, action required, and description of materials

**DOORS**

***Damaged/ Missing/ Frames/ Threshold/ Lintel/ Hardware/ Surface/ Paint***

Observable deficiencies, action required, and description of materials

**ELECTRICAL SYSTEM**

***Inoperable/ GFCI/ Damage/ Missing/ Wire/ Cover Plates/ Light Fixture/ Evidence Water Leaks***

Observable deficiencies, action required, and description of materials

**FLOORS**

***Bulging/ Buckling/ Damaged/ Missing/ Covering/ Tile/ Deteriorated Subfloor/ Water Stains***

Observable deficiencies, action required, and description of materials

**WALLS**

***Bulging/ Buckling/ Damaged/ Trim/ Paint/ Water Stains/ Mold/ Mildew***

Observable deficiencies, action required, and description of materials

**WINDOWS**

***Cracked/ Broken/ Missing/ Panes/ Sill/ Caulking/ Hardware/ Paint/ Water Stains/ Screens***

Observable deficiencies, action required, and description of materials

**DINING ROOM**

**DINING ROOM**

## Damaged/ Missing/ Smoke Detector/ Closet

Observable deficiencies, action required, and description of materials

**CEILING**

***Bulging/ Buckling/ Cracks/ Holes/ Peeling/ Damaged/ Missing/ Tile/ Panels/ Water Stains***

Observable deficiencies, action required, and description of materials

**DOORS**

***Damaged/ Missing/ Frames/ Threshold/ Lintel/ Hardware/ Surface/ Paint***

Observable deficiencies, action required, and description of materials

**ELECTRICAL SYSTEM**

***Inoperable/ GFCI/ Damage/ Missing/ Wire/ Cover Plates/ Light Fixture/ Evidence Water Leaks***

Observable deficiencies, action required, and description of materials

**FLOORS**

***Bulging/ Buckling/ Damaged/ Missing/ Covering/ Tile/ Deteriorated Subfloor/ Water Stains***

Observable deficiencies, action required, and description of materials

**WALLS**

***Bulging/ Buckling/ Damaged/ Trim/ Paint/ Water Stains/ Mold/ Mildew***

Observable deficiencies, action required, and description of materials

**WINDOWS**

***Cracked/ Broken/ Missing/ Panes/ Sill/ Caulking/ Hardware/ Paint/ Water Stains/ Screens***

Observable deficiencies, action required, and description of materials

**LAUNDRY AREA**

**LAUNDRY AREA**

## Damaged/ Missing/ Dryer Vent/ Sink/ Plumbing/ Exhaust Fan/ Closet/ Shelving

Observable deficiencies, action required, and description of materials

**CEILING**

***Bulging/ Buckling/ Cracks/ Holes/ Peeling/ Damaged/ Missing/ Tile/ Panels/ Water Stains***

Observable deficiencies, action required, and description of materials

**DOORS**

***Damaged/ Missing/ Frames/ Threshold/ Lintel/ Hardware/ Surface/ Paint***

Observable deficiencies, action required, and description of materials

**ELECTRICAL SYSTEM**

***Inoperable/ GFCI/ Damage/ Missing/ Wire/ Cover Plates/ Light Fixture/ Evidence Water Leaks***

Observable deficiencies, action required, and description of materials

**FLOORS**

***Bulging/ Buckling/ Damaged/ Missing/ Covering/ Tile/ Deteriorated Subfloor/ Water Stains***

Observable deficiencies, action required, and description of materials

**WALLS**

***Bulging/ Buckling/ Damaged/ Trim/ Paint/ Water Stains/ Mold/ Mildew***

Observable deficiencies, action required, and description of materials

**WINDOWS**

***Cracked/ Broken/ Missing/ Panes/ Sill/ Caulking/ Hardware/ Paint/ Water Stains/ Screens***

Observable deficiencies, action required, and description of materials

**OTHER ROOM**

**OTHER ROOM**

## Damaged/ Missing/ Smoke Detector/ Ceiling Fan/ Closet/ Entry/ Stairs/ Egress/

Observable deficiencies, action required, and description of materials

**CEILING**

***Bulging/ Buckling/ Cracks/ Holes/ Peeling/ Damaged/ Missing/ Tile/ Panels/ Water Stains***

Observable deficiencies, action required, and description of materials

**DOORS**

***Damaged/ Missing/ Frames/ Threshold/ Lintel/ Hardware/ Surface/ Paint***

Observable deficiencies, action required, and description of materials

**ELECTRICAL SYSTEM**

***Inoperable/ GFCI/ Damage/ Missing/ Wire/ Cover Plates/ Light Fixture/ Evidence Water Leaks***

Observable deficiencies, action required, and description of materials

**FLOORS**

***Bulging/ Buckling/ Damaged/ Missing/ Covering/ Tile/ Deteriorated Subfloor/ Water Stains***

Observable deficiencies, action required, and description of materials

**WALLS**

***Bulging/ Buckling/ Damaged/ Trim/ Paint/ Water Stains/ Mold/ Mildew***

Observable deficiencies, action required, and description of materials

**WINDOWS**

***Cracked/ Broken/ Missing/ Panes/ Sill/ Caulking/ Hardware/ Paint/ Water Stains/ Screens***

Observable deficiencies, action required, and description of materials

**GARAGE**

**GARAGE**

## Damaged/ Missing/ Smoke Detector/ Stairs/ Closet/ Opener

Observable deficiencies, action required, and description of materials

**CEILING**

***Bulging/ Buckling/ Cracks/ Holes/ Peeling/ Damaged/ Missing/ Tile/ Panels/ Water Stains***

Observable deficiencies, action required, and description of materials

**DOORS**

***Damaged/ Missing/ Frames/ Threshold/ Lintel/ Hardware/ Surface/ Paint***

Observable deficiencies, action required, and description of materials

**ELECTRICAL SYSTEM**

***Inoperable/ GFCI/ Damage/ Missing/ Wire/ Cover Plates/ Light Fixture/ Evidence Water Leaks***

Observable deficiencies, action required, and description of materials

**FLOORS**

***Bulging/ Buckling/ Damaged/ Missing/ Covering/ Tile/ Deteriorated Subfloor/ Water Stains***

Observable deficiencies, action required, and description of materials

**WALLS**

***Bulging/ Buckling/ Damaged/ Trim/ Paint/ Water Stains/ Mold/ Mildew***

Observable deficiencies, action required, and description of materials

**WINDOWS**

***Cracked/ Broken/ Missing/ Panes/ Sill/ Caulking/ Hardware/ Paint/ Water Stains/ Screens***

Observable deficiencies, action required, and description of materials

**GENERAL CONDITIONS**

**SCOPE OF WORK**

It will be the responsibility of the contractor to meet the requirements of the 2009 International Existing Building Code and all other applicable codes, regulations, and ordinances that apply to the jurisdiction where the work is being performed. The contractor shall obtain all necessary permits and inspections required by all laws, regulations, or public authority having jurisdiction. The contractor shall pay all permit fees, tap fees, temporary utility connection charges, and other expenses in connection therewith this project. The contractor shall obtain certificates of all inspections and submit a copy of each to the project administrator before final payment is made.

All materials and construction to comply with THDA’s Minimum Design Standards.

**CODE OF CONDUCT & WORK SITE RULES**

Contractor shall conduct themselves in a professional manner and maintain a neat and orderly job site at all times. Upon completion of daily work, contractor will organize materials and dispose of trash and construction debris broom swept. The Project Administrator may charge for labor services to clean job site if such services are required and implemented. Contractor is responsible for the actions of their sub-contractors and employees on the job site at all times. Contractor and their sub-contractors shall maintain normal working hours between 7 AM and 5 PM Monday through Saturday as to be respectful to owner and neighbors. No smoking or eating in the home at any time.

***Prepared by: Date:***