

Remodeling Contract Checklist



PROPERTY

Owner

Address

IDENTIFICATION

Parties of the Contract

Scope of Work

Working Drawings

Property Location

Specifications

Required Permits & Approvals

Lender

Additional Contractors

Designer or Inspector

SITE CONSIDERATIONS

Deed Restrictions (C&R's)

Zoning Requirements

Title Conditions

Architectural Review

Utility Connections

Unknown Conditions

Survey & Stakeout

Septic & Wells

Site Safety, Erosion, Security

PRICING PAYMENT

Fixed Price or Cost Plus

Allowances – Labor & Materials

Draw Schedule & Payment Process

Deposits

Changes & Extras

Lien Releases, Indemnification

Funding / Lender

Incomplete Items & Holdbacks

Cost Overruns

CONSTRUCTION

Commencement Conditions

Securing Permits & Approvals

Substitution of Materials

Selection Process

Construction Utilities

Insurance Requirements

Walk-Throughs

Final Inspection & Acceptance

Completion Timeframe & Delays

COMPLETION

Completion Date

Define: Substantial Completion

Incomplete Items, Holdbacks

Occupancy Provisions

Final Walk-Through Orientation

Final Inspections

MISCELLANEOUS

Warranties

Dispute Resolution

Notices

Defaults

Acceptance & Binding Effect

Identify Attachments

NOTES