

PRECONSTRUCTION CONFERENCE CHECKLIST

Homeowner, Contractor, and Program Representative (Construction Advisor) should review the following items:

- _____ Clarify the role and responsibility of Homeowner
- _____ Clarify the role and responsibility of Contractor
- _____ Clarify the role and responsibility of Program inspection procedures
- _____ Review contractor payment schedules
- _____ Review procedures for change orders
- _____ Review terms and conditions of the Contractor
- _____ Explain the work to be performed by the Contractor
- _____ Explain the applicable Green and Resilient Standards
- _____ Execute the Construction Contract

I (We), the undersigned, have on this date participated in a preconstruction conference with the Program Representative and the Contractor prior to the signing of the contract. I (We) acknowledge that I (we) understand the items discussed above, have been given adequate explanations to our questions, and are aware that assistance will be provided by the staff of the housing rehabilitation program as requested. I (We) further understand and acknowledge that the Program assumes no responsibilities for work performed and does not warrant any work performed.

_____	_____	_____	_____
Signature of Homeowner	Date	Signature of Homeowner	Date

Homeowner(s) Address: _____

I, the undersigned, hereby certify that the preconstruction conference was held on this date between the homeowner(s), Program Representative, and myself. I understand the procedures to be followed as discussed above and understand and agree that the work performed must meet the standards of performance required by the housing rehabilitation program and established by the program specifications and work write-up.

_____	_____
Signature of Contractor & Title	Date

I, the undersigned, hereby certify that I participated in a preconstruction conference held on this date between the homeowner(s), contractor and myself.

_____	_____
Signature of Program Representative	Date