

SAMPLE PRECONSTRUCTION CONFERENCE CHECKLIST

Homeowner, Contractor and Rehabilitation Specialist (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 Rehab Specialist
- _____ Review inspection procedures
- _____ Review contractor payment schedules
- _____ Review procedures for change orders
- _____ Review terms and conditions of the Rehabilitation Contractor
- _____ Explain the work to be performed by the Contractor
- _____ Execute the Rehab Contract

I (We), the undersigned, have on this date participated in a preconstruction conference with the Rehab Specialist from (Agency) and the Contractor prior to the signing of the rehab 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 housing rehabilitation 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), Rehab Specialist, 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 Rehabilitation Specialist Date