

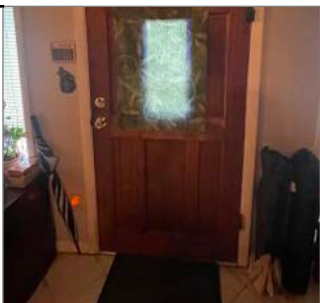









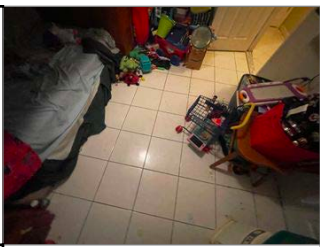








Scope of Work










Address: 4321 Main Street, Phoenix, AZ 85016
Main Sqft: 1450 sf
Measured Sqft: 1450 sf
Bed/Bath: 3bd 2ba
Year Built: 1995
SOW Date Created: 8/24/22





Contact us:
 Scope Creator
 123-456-7890
reno@flipos.com
 Hours: 8AM-5PM MST

SECTION	CATEGORY	DESCRIPTION	PHOTO	COMPLETED	
 GENERAL COMPLETION PACKAGE		<p>All FlipOS homes require a professionally performed post-construction deep cleaning prior to project close.</p> <ul style="list-style-type: none"> • A lockbox is required to be installed on or near the front entry door. • Remove all debris from the home. • Landscaping is to be reasonably maintained throughout the duration of project. • All light bulbs need to be in working order and of the same color temperature. • Air filters must be replaced with at least one spare filter for each air handler must be left onsite. • All wet areas must be caulked such as tubs, showers, sinks and countertops. • All work requiring permits by applicable code is required to be permitted, inspected and is to be signed off on prior to project close. • Any open permits at final inspection will be required to be closed out by Owner. Open permits will delay project close date. 			
1	Roof	Roof Replacement	The existing roof requires replacement. A new architectural shingle roof application, light tan or light grey in color with white/brown drip edge, with appropriate flashings and underlayment is required to be installed. No 3 tab shingles are permitted to be installed. All damaged sheathing, or other roof structure components, must be repaired or replaced after demolition of the existing roof covering.		<input type="checkbox"/>
2		Gutter/Downspout Repair	The gutter and downspout system is required to be cleaned out of all leaves and debris. The gutters must be properly sloped to allow for the proper drainage of water from the roof covering. All downspouts must have splash blocks or extensions installed to direct the flow of water away from the structure to prevent drainage issues near the foundation.		<input type="checkbox"/>
3		Tree Trimming	Trees overhanging the roof must be trimmed back to prevent damage and debris accumulation on the roof covering. All debris must be cleared from the roof surface to prevent premature deterioration of the roof covering.		<input type="checkbox"/>
4	Exterior	Soffits/Fascia Repair	Damaged and rotted sections of the soffits and fascia are required to be replaced and properly finished. No rotted wood, unfinished/bare materials, or soft spots are to remain. All gaps, holes, penetrations and separations must be properly sealed to prevent moisture and/or pest intrusion into the structure. All soffit vents must be unblocked and properly installed to allow for proper ventilation in the attic.		<input type="checkbox"/>
5		Siding/Trim Repair	Damaged sections of the siding and trim are required to be repaired or replaced and properly finished. No rotted wood, unfinished/bare materials, or soft spots are to remain. All gaps, holes, penetrations and separations in the siding must be properly sealed to prevent moisture and/or pest intrusion into the structure.		<input type="checkbox"/>
6		Fence/Gate Repair	Damaged sections of the fencing and gates are required to be repaired or replaced. All fencing must be properly supported and all gates and hardware must be operating as intended. No damaged, leaning or rotted sections of the fence are to be present at final inspection.		<input type="checkbox"/>
7		Pressure Washing	All hard surfaces, such as the siding, driveway, garage floor, walkways and patio surface, are required to be pressure washed and cleaned to restore their appearance. Cracking in the hard surfaces must be properly sealed once the pressure washing has been completed.		<input type="checkbox"/>
8		Landscaping	Final cleanup and cut of the property is required to be performed in the final week, before project close. No vegetation allowed to be growing against structure. Vegetation growing on or against the structure is required to be trimmed back, or removed, to prevent drainage issues and damage near the foundation.		<input type="checkbox"/>

9	Exterior Doors	Exterior Doors/ Hardware	Damaged and/or degraded exterior doors and jambs are required to be replaced. All exterior doors are required to have brushed nickel lock-sets and hinges installed. Weatherstripping must be installed on all exterior doors. Door hardware is required to be properly installed to ensure all doors latch securely and to match throughout. The front entry door must have a peep hole installed.		<input type="checkbox"/>
10		Lockbox	A lockbox is required to be installed on or near the front entry door. The code for the lockbox must be set as (Follow Code SOP), prior to project closing, and all keys must be placed inside.	Lockbox	<input type="checkbox"/>
11	Interior	Paneling Removal	All wood paneling is required to be removed and must be replaced with drywall. All drywall must be properly installed and finished prior to the application of interior paint. No paneling is to be present at final inspection.		<input type="checkbox"/>
12		Drywall Repair	Wall and ceiling coverings must be repaired so they are free of cracks, holes, excessive openings around receptacles and fixtures, staining, discoloration, and peeling paint. No blemishes are to be present at final inspection.		<input type="checkbox"/>
13		Smoke/Carbon Monoxide Detectors	New smoke and carbon monoxide detectors are required to be installed in all locations as set by local code, as well as in accordance with manufacturer's instructions. Smoke detectors must be installed in all bedrooms for safety reasons.	Smoke/CO Detectors	<input type="checkbox"/>
14		Washer/Dryer	Existing washer and dryer are required to be removed.		<input type="checkbox"/>
15	Attic	Attic Ladder Removal	All attic ladders are required to be removed and must be replaced with a fire rated access panel. The opening must be re-framed to a minimum size of 22x30 inches, and the ceiling area must be repaired and properly finished to match the rest of the interior.	Attic Ladder	<input type="checkbox"/>
16	Interior Doors	Interior Doors/ Hardware	Damaged and degraded interior doors and jambs are required to be replaced. All interior doors are required to have matching brushed nickel lock-sets and hinges installed. Door hardware is required to be properly installed to ensure all door latch securely. Bedroom and bathroom doors require locking/privacy lock-sets, Home Depot SKU# 883-624, and all other doors require passage lock-sets, Home Depot SKU# 883-767.		<input type="checkbox"/>
17		Closet Doors	Missing closet doors are required to be installed. Bypass style doors are required to be have bottom/floor guides installed to prevent doors from sliding off track.		<input type="checkbox"/>
18		Doorstops	Doorstops must be installed on all interior doors. Baseboard mounted doorstops, Home Depot SKU# 492-007, or hinge mounted doorstops, Home Depot SKU# 206-442, in brushed nickel, or comparable items are required.	Doorstops	<input type="checkbox"/>
19	Windows	Window Coverings	All existing blinds are to be removed. New, cordless 2" white blinds, Home Depot SKU# 1001-510-833, are required to be installed on all windows. Oversized windows and sliding glass doors require vertical blinds to be installed. No blinds with cords are permitted.		<input type="checkbox"/>
20		Window Maintenance	All windows and tracks are required to be cleaned and lubricated to ensure they are operating as intended. Any window that is not operating properly must be repaired. If a window is beyond repair, replacement is required.	Windows	<input type="checkbox"/>
21		Window Screens	All operable windows are required to have matching screens installed throughout the property. No faded screens, frames, torn or ripped screen material, or other damage to the screens are to be present at final inspection.		<input type="checkbox"/>

22	Flooring	Flooring Replacement	All existing floor coverings are required to be replaced. Soho Rigid Farmhouse luxury vinyl plank flooring, Home Depot Model# A6417U71, or comparable LVP flooring with a minimum thickness of 4mm and a 12 mil wear layer and pad, is required to be installed throughout the property. No carpet is allowed to be installed in any area.		<input type="checkbox"/>
23		Baseboards/Trim	New baseboards are required to be installed once the installation of the LVP floor covering has been completed. All baseboards must be a consistent profile throughout the property and be properly installed and finished.	Baseboards/Trim	<input type="checkbox"/>
24	Paint	Exterior Paint	All exterior surface areas are to have two top coats providing full coverage, no chipping or peeling paint is to remain. Exterior paint colors are to be Benjamin Moore Cape May Cobblestone (#1474 in flat/matte finish) or Behr Creamy Mushroom (PR61001 in flat/matte finish) for the main body of the home. Exterior trim is to be Behr flipOS White (PR310 in semi-gloss finish). Exterior paint color must coordinate with the color of the roof covering.	Exterior Paint	<input type="checkbox"/>
25		Interior Paint	Interior walls, doors, trim and ceilings to be painted. 2 coats of Sherwin Williams Agreeable Grey on walls (eggshell finish), door and trim paint to be Sherwin Williams Alabaster in semi-gloss, 2 coats of Behr White (PR310 in dead flat) ceiling paint to be applied throughout. No peeling or chipped paint, or areas of microbial growth may be present at final inspection.	Interior Paint	<input type="checkbox"/>
26	Bathrooms	Vanities/Tops	The vanities and tops/sinks are required to be replaced. New vanities must be white shaker style vanities, and be properly sized for the area. Installation of brushed nickel knobs or pulls is required on all vanity doors and operable drawer fronts. All new vanity tops are required to be granite and must have a square or oval under-mount sink installed.		<input type="checkbox"/>
27		Toilet Replacement	New toilets are required to be installed in each bathroom. Toilets must be securely installed at the base so there is no possible movement. New quarter turn angle stops and braided stainless steel supply lines must be installed with each toilet. Home Depot Model # N2316 or comparable toilet of equal quality is required to be installed.		<input type="checkbox"/>
28		Faucets/Accessories	All sink and tub/shower faucets and components, as well as accessories such as towel bars and toilet paper holders, are required to be a brushed nickel finish. All faucets must be properly installed and operating as intended. Bathroom sink faucet must be Home Depot Models 15770LF-SP (4" on center), 25770LF-SP (8" on center) or equivalent. Tub/shower faucet must be Home Depot Model # 144770-SP or equivalent.		<input type="checkbox"/>
29		Exhaust Fans	Existing bathroom exhaust fans are required to be replaced, and vented to the exterior, in each bathroom. Home Depot Model # RVL80-D, or comparable exhaust fan of equal quality, are required to be installed.		<input type="checkbox"/>
30		Mirrors	All medicine cabinets are required to be removed. Each bathroom must have an appropriately sized framed mirror above each sink. Home Depot model # 83026 or 81166 are acceptable.		<input type="checkbox"/>
31	Kitchen	Countertop Replacement	The existing countertops are required to be replaced. Granite countertops (Grand Valley color), with an under-mount stainless steel sink, HD Model# VU3218AO, must be installed. A minimum of a 4 inch backsplash is required to be installed that matches the countertop. No garbage disposal is to be installed.		<input type="checkbox"/>
32		Cabinet Refinishing	The existing kitchen cabinet boxes are acceptable to remain, and are required to have new shaker style doors and drawer fronts installed and must be finished to a white finish. Installation of brushed nickel knobs or pulls, HD Model# P13456L-SS-U1 or P50154L-STN-U19, is required on all cabinet doors and operable drawer fronts.		<input type="checkbox"/>
33		Appliances	Kitchen requires new matching stainless steel appliances to be installed, all appliances must be fully functional, appropriately sized and properly installed. Dishwasher, range hood or over-the-range microwave, range and refrigerator required. Anti-tip device must be installed on range and a high loop configuration must be installed on the dishwasher drain line. Refrigerator must be a minimum size of 20 cubic feet or larger.		<input type="checkbox"/>

34		Kitchen Faucet	A new brushed nickel kitchen faucet is required to be installed on the kitchen sink. HD Model# 19978Z-SS-DST, or comparable item of equal quality and similar style and finish, must be installed.		<input type="checkbox"/>
35	Garage	Garage Vehicle Door	The garage vehicle door is damaged and is required to be replaced. The new vehicle door and tracks must be free of damage, loose, missing or broken hardware and fully functional. The door must be able to fully open and close, as well as have all safeties in place.		<input type="checkbox"/>
36		Garage Door Opener	The garage door opener is inoperable and is required to be repaired or replaced. The opener must be fully operational, securely mounted with safety beam sensors installed, wall switch mounted and working properly, and free of excessive noise.		<input type="checkbox"/>
37		Garage Shelving/Cabinetry Removal	All garage shelving and cabinetry that impedes vehicle parking and/or the space required to open vehicle doors is required to be removed. The area where they were installed must be repaired and properly finished to match the rest of the garage interior.		<input type="checkbox"/>
38		Garage Wall/Ceiling Repair	The garage walls and ceiling are required to be repaired, and properly finished, to restore the proper fire barrier between the garage and the living space. No blemishes are to be present in the garage walls or ceiling at final inspection.		<input type="checkbox"/>
39		Garage Passage Door	The passage door from the garage to the living space is required to be a fire rated door. The passage door must have an automatic closer, or self-closing hinges, installed and operating as intended. A smoke seal must be installed around the frame of the passage door.		<input type="checkbox"/>
40	Plumbing	Water Heater Replacement	The existing water heater is beyond its expected service life and is required to be replaced. A new 40 gallon electric water heater, Home Depot SKU# 1001-230-839, or comparable water heater of equal quality and capacity, is required to be installed. A drip pan, with a properly installed and routed drain line, must be installed under the new water heater. The TPR valve discharge piping is required to be installed in accordance with present standards.		<input type="checkbox"/>
41		Washing Machine Outlet Box	A washing machine outlet box, with quarter turn valves, is required to be installed in the laundry area. The outlet box must be properly installed, recessed in the wall and have the water and drain lines protected from damage.		<input type="checkbox"/>
42		Drain Line Cleaning	All drain lines are to be clear of any clogs or obstructions to allow for free flowing drainage through the DWV system. No slow or clogged drains are to be present at final inspection.	Drain Lines	<input type="checkbox"/>
43	Electrical	Wiring	White insulated wires being used as hot conductors are required to be properly identified, in accordance with present standards, as hot conductors. No improperly identified hot conductors are to be present at final inspection.		<input type="checkbox"/>
44		Interior Receptacles	Damaged receptacles are required to be replaced. All receptacles must be wired properly and grounded in accordance with present standards. All receptacles are required to be white, and have matching white cover plates installed. No ungrounded receptacles are to be present at final inspection.	Interior Receptacles	<input type="checkbox"/>
45		Exterior Receptacles	All exterior receptacles must be GFCI protected, weather rated receptacles, and have weatherproof cover plates installed.	Exterior Receptacles	<input type="checkbox"/>
46		GFCI Protection	GFCI protection must be installed in all locations required by present standards. These areas include receptacles within 6 feet of a water source, in kitchens, bathrooms, garages, crawl spaces, and the all exterior outlets.	GFCI Protection	<input type="checkbox"/>

47		Interior Lights	All interior light and ceiling fan fixtures are required to be a brushed nickel finish, and be uniform throughout the property. All ceiling fans are required to match throughout the property and must be properly balanced so they do not wobble. Ceiling fans are required to be installed in the living room and primary bedroom.		<input type="checkbox"/>
48		Exterior Lights	All exterior light fixtures are required to have a black finish.	Exterior Lights	<input type="checkbox"/>
49	HVAC	HVAC System Service	The existing HVAC system is required to be serviced and in complete working order, operating as intended and providing conditioned air into all areas of the living space.		<input type="checkbox"/>
50		Air Registers	Damaged and degraded air registers are required to be replaced. All wall and ceiling mounted air registers must be a white finish, and all floor mounted air registers must be a brown finish to match the flooring. All registers must be properly installed at each supply and return outlet.	Air Registers	<input type="checkbox"/>
51	Pool	Pool/Equipment Service	All pool components and equipment must be serviced and operating properly. All required repairs must be completed in accordance with present standards. Documentation of service must be provided to Stoa prior to project closing.		<input type="checkbox"/>
52		Pool Deck Repair	Cracking and damage in the pool deck is required to be repaired, properly sealed and finished. All areas of the pool decking must be a consistent finish. All repairs must be completed in accordance with present standards.		<input type="checkbox"/>
			The below items make up our Renovation Completion Package , all items below are required to be marked complete for project close. Please note, many of these line items may not require addressing as they may be in satisfactory condition as-is.		
53	Exterior		No low hanging wires or branches are to remain on property, a minimum 6' clearance from ground required.		<input type="checkbox"/>
54			No tree branches are to remain touching structure or hanging over roof, minimum 7' clearance from roof required.		<input type="checkbox"/>
55			House numbers are to be in place on house and mailbox- 4" tall #s on house in contrasting color to house body.		<input type="checkbox"/>
56	Exterior Doors		All doors are to open and close properly and with ease.		<input type="checkbox"/>
57			All latch bolts hold door firmly and securely shut.		<input type="checkbox"/>
58			All exterior lock-sets are to be keyed alike, preferably with Kwikset Smartly lock.		<input type="checkbox"/>
59	Interior Doors		Doors are to open and close properly and with ease.		<input type="checkbox"/>
60			There must be no rubbing or binding on any door jambs or flooring. Includes closet doors.		<input type="checkbox"/>
61			All handsets must latch firmly.		<input type="checkbox"/>
62	Windows		All windows must operate easily, lock and seal air and water. Windows must open easily and stay open (non-fixed windows). Should a window be past the point of repair, replacement will be required.		<input type="checkbox"/>
63			No corded blinds are allowed to be installed on any window.		<input type="checkbox"/>
64	Bedrooms		Closet shelf with clothes hanging capability is installed and securely fastened.		<input type="checkbox"/>
65			If closet contains a light, all bulbs are to be protected from breakage.		<input type="checkbox"/>
66	Kitchen		Manuals & paperwork available are to be placed in the base cabinet drawer closest to the range.		<input type="checkbox"/>
67			A red fire extinguisher is to be mounted under sink.		<input type="checkbox"/>
68			Cabinet doors are to open and close easily. No loose screws in cabinet hinges or door/drawer hardware.		<input type="checkbox"/>
69	Plumbing		Any new water shut off valves to be quarter turn style valves, no Flexi drains, no corrugated piping, braided stainless steel water lines only.		<input type="checkbox"/>
70			No faucet drips, loose shower heads or leaking valves permitted.		<input type="checkbox"/>
71	Electrical		Switches and receptacles to be secured properly without any side-to-side movement. All switches and outlets are required to be white, and have matching (white) cover plates installed. All cover plates must be intact with no cracks and no missing screws.		<input type="checkbox"/>
72			All lights and ceiling fans must be hardwired. No extension cord wiring is allowed to be used.		<input type="checkbox"/>
73			All interior hallways and rooms, including Garage, are to have adequate lighting provided by overhead fixtures.		<input type="checkbox"/>
74			No 2 prong receptacles allowed. All receptacles must be 3 prong receptacles, with ground wires installed in accordance with present standards.		<input type="checkbox"/>
75			No open grounds or broken/open neutrals to remain.		<input type="checkbox"/>

76			All low voltage systems such as alarms, intercoms, security cameras and speakers are required to be removed.		<input type="checkbox"/>
77	HVAC System		HVAC system must work as intended with appropriate tonnage/btu for building sf. System is required to provide conditioned air to all rooms.		<input type="checkbox"/>
78			All interior living spaces are required to be conditioned with both heating and cooling.		<input type="checkbox"/>
79	Pool		Pool and/or hot tub has been serviced within 4 weeks of closing and operates as intended. Pool needs to be cleaned and proper operation of equipment verified.		<input type="checkbox"/>
80			Pool enclosure must meet local code. A pool fence with a self closing gate, or self closing hinges on all exterior doors leading to the pool area is required.		<input type="checkbox"/>
81			There is to be no diving board or water slides on site.		<input type="checkbox"/>
82	Miscellaneous		Any play structures (playground, swing set etc.) is sound, safe and free of pests.		<input type="checkbox"/>
83			No trampolines, koi ponds, exterior clothes lines or dog runs permitted.		<input type="checkbox"/>