Common phrases and templates for 203k work write ups

Cover Letter when Limited K available to client-

Re: 203k Inspection

The attached report is the preliminary inspection report based on the evaluation conducted at the above referenced property. This is NOT the report that would be used for the processing of the loan application.

Before we can proceed to the step of getting a bid from a contractor(s) for the work anticipated, you will need to contact me to advise me of your intention to continue with the renovation purchase/refinancing on the property. If however, you are planning to proceed with the Limited 203k loan (which you project does fall within the guidelines) you may move forward without any further contact with my company. As such I have included in a separate document a contractor bid package that you can use on your own.

If you are planning to move forward with our assistance, please notify us if there are any items on the bid/preliminary work-write up that you would like to remove from the scope of work. You can eliminate any item marked with a Repair Classification of R or D. All items listed with a Repair Class of M are mandatory.

Please contact us with any questions.

Thank you for allowing us to assist you with your home buying activities.

Very truly yours,

**Cover letter content when client has contractor and is moving forward with project…**

Re: 203k Inspection

The attached report is the preliminary inspection report based on the evaluation conducted at the above referenced property. This is NOT the report that would be used for the processing of the loan application. It includes approximate cost estimates based on the available information. These estimates are for use in comparison with your contractor's numbers once provided.

As you have advised your intention to continue with the planned purchase of this project, the next step will be for your contractor to complete and submit a formal bid using the Genesis Rehab Reporting System. If we have been provided with his contact details (or as soon as provided), an email with details for completing this bid will be sent to him.

Once received, I will complete the detailed work write up. At that time, your payment for these additional forms (and based on the contractor's final number) will be due in by electronic payment (debit/credit card). Please contact us with any questions. Please allow 2 business days for delivery of the final report once payment is received.

Thank you for allowing us to assist you with your home buying activities.

Cover Letter when contractor known but repairs may change…

Re: 203k Inspection

The attached report is the preliminary inspection report based on the evaluation conducted at the above referenced property. This is NOT the report that would be used for the processing of the loan application.

A blank (without numbers for cost items) matching contractor bid has been created and will be forwarded to your selected contractor at the same time as this report is being submitted to you. He and you will need to review the project and agree on the cost and items to be included in the scope of work. All items indicated with the Repair Classification - M (Mandatory) are required. All other items listed with R (Recommended) or D (Desired) may be deleted from the project at your choice).

Your selected contractor will need to complete the bid using the Genesis Rehab Reporting System. (He will receive an email with instructions for using this web based estimating portal). He will need to submit the bid electronically once you and he have come to agreement.

Once received, I will complete the detailed work write up. At that time, your payment for these additional forms (and based on the contractor's final number) will be due in by electronic payment (debit/credit card). Please allow 2 business days for delivery of the final report once payment is received.

Please contact us with any questions.

Thank you for allowing us to assist you with your home buying activities.

Very truly yours,

Cover Letter when contractor NOT known and repairs may change…

Re: 203k Inspection

The attached report is the preliminary inspection report based on the evaluation conducted at the above referenced property. This is NOT the report that would be used for the processing of the loan application.

A blank (without numbers for cost items) matching contractor bid has been created and will be forwarded to you so that you may provide it to any interested contractor for their preliminary review.

Please note based on the age of the property, the general contractor selected will need to have his current EPA Lead Safe Remodeler certification and course completion documentation. They/you may refer to this web site for more details - <https://www.epa.gov/lead/lead-renovation-repair-and-painting-program>.

When you have selected a contractor, please provide me with their contact information and I will create a log in for them to access the project directly in the Genesis Software. He and you will need to review the project and agree on the cost and items to be included in the scope of work all items indicated with the Repair Classification - M (Mandatory) are required. All other items listed with R (Recommended) or D (Desired) may be deleted from the project at your choice).

He will need to submit the bid electronically once you and he have come to agreement.

Once received, I will complete the detailed work write up. At that time, your payment for these additional forms (and based on the contractor's final number) will be due in by electronic payment (debit/credit card). Please allow 2 business days for delivery of the final report once payment is received.

Please contact us with any questions.

Thank you for allowing us to assist you with your home buying activities.

Very truly yours,