



[NOTE: Use this page if Owner is performing work as owner/builder.]

PROPERTY OWNER

SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

PROPERTY OWNER'S SUBSTANTIAL DAMAGE OR SUBSTANTIAL IMPROVEMENT AFFIDAVIT

Property Address: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

I hereby attest to the fact that the repairs, reconstruction and/or remodeling list for the Substantial Damage or Substantial Improvement Review by me or by my contractor are ALL OF THE DAMAGES/IMPROVEMENTS sustained by this structure and will be done to the existing building and that all additions, improvements or repairs on the subject building are included in this estimated construction herewith. Neither I, nor any other contractor, will make any repairs or reconstruction of additions or remodeling not included in the attached list.

I UNDERSTAND THAT I AM SUBJECT TO ENFORCEMENT ACTION, WHICH MAY INCLUDE FINES, IF ANY INSPECTION OF THE PROPERTY REVEALS THAT I, OR MY CONTRACTOR, HAVE MADE REPAIRS OR IMPROVEMENTS NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS OR THE APPROVED BUILDING PLANS.

See attached itemized list.

Property Owner's Signature

STATE OF _____

COUNTY OF _____

Before me this day personally appeared _____ who, being duly sworn, deposes and says that he/she has read, understands, and agrees to comply with all the aforementioned conditions.

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public State of _____

My commission expires: _____

[SEAL]

Notary Signature



[NOTE: Use this page if Contractor is performing the repairs.]

CONTRACTOR

SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

CONTRACTOR'S SUBSTANTIAL DAMAGE OR SUBSTANTIAL IMPROVEMENT AFFIDAVIT

Property Address: _____

Contractor's Name: _____

Contractor's Company Name: _____

Contractor's Address: _____

Contractor's Phone Number: _____

Contractor's State Registration or Certification Number: _____

Contractor's Registration Number (if applicable): _____

I hereby attest to the fact that I, or a member of my staff, personally inspected the above mentioned property and produced the attached itemized list of repairs, reconstruction and/or remodeling which are hereby submitted for a Substantial Damage or Substantial Improvement Review. These damages/improvements are **ALL OF THE DAMAGES/IMPROVEMENTS** sustained by this structure, and that all additions, improvements or repairs proposed on the subject building are included in this estimate.

See attached itemized list.

Contractor's Signature

STATE OF _____

COUNTY OF _____

Before me this day personally appeared _____ who, being duly sworn, deposes and says that he/she has read, understands, and agrees to comply with all the aforementioned conditions.

Sworn to and subscribed before me this _____ day of _____, 20____

Notary Public State of _____

My commission expires: _____

[SEAL]

Notary Signature

[NOTE: Use this page with either Contractor **OR** Owner affidavit page.]



SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

COST ESTIMATE OF RECONSTRUCTION/IMPROVEMENT

Application Number: _____ Date: _____

Address: _____

This cost estimate of reconstruction/improvement must be prepared by and signed by the contractor or by the owner if the owner acts as the contractor. Owners who act as their own contractors must estimate their labor cost **at the current market value** for any work they intend to perform.

	Use this column for subcontractor bids	Use these two columns for direct material and labor costs of contractor or owner/builder	
	Sub-Contractor Bids	Contractor or Owner Estimates	
	Bid Amounts (see note "4 ")	Material Costs	Labor Costs
1. Masonry			
2. Carpentry Material (rough)			
3. Carpentry Labor (rough)			
4. Roofing			
5. Insulation and Weatherstrip			
6. Exterior Finish (Stucco)			
7. Doors, Windows & Shutters			
8. Lumber Finish			
9. Hardware			
10. Drywall			
11. Cabinets (Built-in)			
12. Floor Covering			
13. Plumbing			
14. Shower/Tub/Toilet			
15. Electrical & Light Fixtures			
16. Concrete			
17. Built-in Appliances			
18. HVAC			
19. Paint			
20. Demolition & Removal			
21. Overhead & Profit			
Subtotals			
Total Estimate Cost (all three subtotals added together)			

- 1) A copy of the signed construction contract must accompany this estimate.
- 2) Subcontractor bids may be used for any item of material and/or labor cost breakdown.
- 3) If any amounts appear in the "Sub-contractor" column, a copy of each signed and dated bid must accompany this form.
- 4) Cost backup must be provided for every line item entry. If any amounts appear in the "Sub-contractor" column, a copy of **each signed and dated bid must accompany this form**. For all other costs, you must list the quantity of materials to be installed and their unit cost on a separate sheet that references the line number.

For example, the backup document may contain a section called "Drywall to be installed (line 10)":

<u>This Sheet (line 10)</u>	<u>Separate Sheet</u>	
Materials: \$2,000.00	1,000 sq ft of ½" Drywall @ \$2.00/sq ft = \$2,000.00	
Labor: \$320.00	16 Hours to Hang Drywall @ \$20.00/MH = \$320.00	