

The 101 most common tasks are organized into the HomeFixers Fifty Steps to Rehabbing a House. Some of the steps have no tasks because those steps aren't involved in our typical rehabs. In fact, only the most complex rehabs require all fifty steps. Similarly, not every task associated with each step will be performed. For example, in the HVAC step you could replace either the entire system or a portion of it; you wouldn't do both. With this list in hand, you can get a head start on costing out labor and materials. This will help you make confident and quick decisions when estimating improvement costs to make your offer.

Step 1: House Secured

- Install lockbox and keys

Step 2: Plans, Permits, and Filings

- Obtain necessary permits

Step 3: House Leveling and Foundation Repair

Step 4: Pest Control

Step 5: Temporary Requirements

Step 6: Plumbing Pre-Demo

- Pull and terminate water and gas fixtures, appliances, and lines before demolition

Step 7: Electrical Pre-Demo

- Pull and terminate electrical fixtures, appliances, and wiring before demolition

Step 8: Demolition/Disposal/Site Prep

- Order dumpster
- Perform demolition (not walls, just finishes such as tile, cabinetry, doors, and trim)
- Remove debris (interior)
- Trim and remove trees
- Clean yard (remove junk, rake, cut, trim)
- Haul away junk and debris

Step 9: Engineering Reports

Step 10: Rough Soil Grading and Drainage

Step 11: Rough Plumbing under House or Foundation

Step 12: Framing and Subfloor

- Repair subfloor
- Minor replacement of damaged two-by-fours

Step 13: Roof Decking

- Install new roof decking

Step 14: Exterior Doors

- Repair exterior door, jamb, and threshold
- Install new front door
- Install new exterior doors (not including the front door)

Step 15: Windows and Window Glass

- Replace glass window panes
- Install window locks

Step 16: Sheathing, House Wrap, and Siding

- Repair siding

Step 17: Exterior Trim

- Repair fascia
- Repair garage door jamb (two-by-eight jamb and trim)
- Repair exterior trim (one-by-four window, door, and corner)

Step 18: Roof

- Repair roof
- Replace bad patches of roof decking
- Install new roof

Step 19: Fireplace

Step 20: Rough HVAC

- Service HVAC system
- Replace HVAC indoor unit (furnace and evaporator coil)
- Replace HVAC outside condenser unit
- Install entire new HVAC system

Step 21: Plumbing in Walls and Ceiling/Attic

Step 22: Bathtubs and Shower Pans

- Replace bathtubs
- Build shower pan for walk-in shower

Step 23: Rough Electrical

- Install new junction boxes (for outlets, switches, fixtures, fans, etc.)
- Upgrade electrical service

Step 24: Exterior Masonry

Step 25: Batt Insulation

- Install batt insulation in walls

Step 26: Concrete Work

Step 27: Drywall

- Repair sheetrock
- Texture sheetrock
- Remove wallpaper (remove, float, texture for paint)

Step 28: Garage Doors

- Install new garage doors

Step 29: Gutters

Step 30: Unfinished Wood Floors Installed

Step 31: Cabinetry

- Install new bathroom vanity cabinets
- Replace sink base cabinet bottom
- Repair cabinets
- Install new kitchen cabinets

Step 32: Interior Doors, Trim, and Millwork

- Repair interior doors and jambs
- Install interior doors
- Replace baseboards
- Replace interior door trim
- Install closet shelving
- Repair interior window trim (sill, apron, casing)
- Install attic access hatch

Step 33: Dust, Sweep, and Clean Before Painting

- Clean construction debris and dust before painting

Step 34: Paint Interior and Exterior

- Paint interior ceilings, walls, doors, trim, shelves, and cabinetry
- Paint exterior siding, doors, and trim

Step 35: Blown Insulation

- Add blown insulation in attic

Step 36: Countertops

- Install laminate countertops
- Install laminate backsplash
- Install granite countertops
- Install cultured marble bathroom vanity tops

Step 37: Tile

- Install tile for kitchen backsplash

- Install tile flooring
- Install tile bathtub surround
- Install tile for walk-in shower stall

Step 38: Vinyl Floors

- Install vinyl flooring

Step 39: Final HVAC

- Replace air vents
- Replace thermostat with programmable

Step 40: Final Plumbing

- Install kitchen sink
- Install disposal
- Install kitchen faucet
- Install bathroom faucets
- Install shower and tub fixtures
- Install backflow devices at exterior hose bibs
- Install new toilets
- Replace toilet seats
- Bring existing hot water heater to code

Step 41: Final Electrical

- Install GFCI outlets
- Install new outlets
- Install new 220-volt outlets (stove, dryer, window units, etc.)
- Install new switches
- Replace electrical face plates
- Install ceiling lights
- Install wall lights
- Install assembly-required light fixtures (chandelier, etc.)
- Install recessed light fixtures
- Install ceiling fans
- Install bathroom exhaust fans
- Install smoke detectors

Step 42: Finish Wood Floors

- Refinish hardwood floors

Step 43: Lockout

- Trim interior door bottom to accommodate new carpet or tile
- Install new exterior doorknob and deadbolt combo
- Install door stops
- Install interior door knobs
- Install towel bars
- Install toilet paper holder
- Install framed mirrors

Step 44: Mirrors and Shower Doors

- Install custom vanity mirrors
- Install glass shower door

Step 45: Appliances

- Install range hood
- Install over-the-range microwave oven
- Install range
- Install dishwasher

Step 46: Carpet

- Replace carpet

Step 47: Landscaping

- Add plants and mulch
- Repair fence

Step 48: Final Cleaning and Make-Ready

- Pressure wash (sidewalks, driveway, brick, stone)
- Final cleaning

Step 49: Accessories and Décor

Step 50: Punch

- Paint touchup
- Minor drywall repairs

As always, never attempt to perform anything that a licensed professional should do.

The HomeFixers Fifty Steps to Rehabbing a House

Stage 1 Pre-Construction	1	2	3	4	5	6	7	8	9
	House Secured	Plans, Permits & Filings	Foundation Leveling & Repair	Pest Control	Temporary Requirements	Plumbing Pre-Demo	Electrical Pre-Demo	Demo, Disposal & Site Prep	Engineering Reports
	Locksmith P: None	Architect, Designer, City/State P: None	Foundation Leveling & Repair Co. P: 2	Exterminator P: 1	Vendors P: 1, 2	Plumber P: 5	Electrician P: 5	Demo Crew P: 6, 7	Structural Engineer P: 8
Stage 2 Rough Structure	10	11	12	13	14	15	16	17	18
	Soil Grading & Drainage	Rough Plumbing Under House	Framing & Subfloor	Roof Decking	Exterior Doors	Windows & Window Glass	Sheathing & Siding	Exterior Trim	Roof
	Landscape Crew P: 2, 3, 9	Plumber P: 1, 2, 3	Framing Carpenter P: 9, 11	Framing Carpenter P: 12	Framing Carpenter P: 13	Window Co., Framing Carpenter, Glass Co. P: 12	Siding, Framing Carpenter P: 14, 15	Framing Carpenter P: 16	Roofer P: 17
Stage 3 Major Systems	19	20	21	22	23	24	25	26	
	Fireplace	HVAC	Plumbing in Walls & Ceiling	Bathtubs & Shower Pans	Rough Electrical	Masonry	Batt Insulation	Concrete Work	
	Fireplace Vendor P: 18	HVAC Specialist P: 19	Plumber P: 20	Plumber P: 21	Electrician P: 22	Mason P: 23	Merchant, Handyman, Insulation Co. P: 23	Concrete Vendor, Mason P: 24	
Stage 4 Unfinished Surfaces	27	28	29	30	31	32	33		
	Sheetrock	Garage Doors	Gutters	Unfinished Wood Floors	Cabinetry	Interior Doors, Trim & Millwork	Clean Before Paint		
	Sheetrockers P: 25	Garage Door Co. P: 27	Gutter Co. P: 26	Hardwood Flooring Co. P: 27	Cabinet Merchant P: 30	Trim Carpenter P: 31	Make-Ready Crew P: 32		
Stage 5 Finished Surfaces	34	35	36	37	38	39	40	41	42
	Paint Interior & Exterior	Blown Insulation	Countertops	Tile	Vinyl Floors	Final HVAC	Final Plumbing	Final Electrical	Finish Wood Floors
	Painter P: 33	Insulation Contractor P: 27	Countertop Specialist P: 34	Tile Setter P: 36	Flooring Co. P: 34	HVAC Contractor P: 34	Plumber P: 36, 37, 38	Electrician P: 36	Hardwood Floor Co. P: 39, 40, 41
Stage 6 Final Details	43	44	45	46	47	48	49	50	
	Lockout	Mirrors & Shower Doors	Appliances	Carpet	Landscaping	Final Cleaning & Make-Ready	Accessories & Decor	Punch	
	Trim Carpenter P: 42	Glass Contractor P: 40, 41	Builder's Appliance Co. P: 37, 38, 40, 41	Flooring Co. P: 42, 43, 44, 45	Landscaping Crew P: 40, 41	Make-Ready Crew P: 46	Decorating Cos. & Merchants P: 48	All Trades P: 48	

This chart shows the HomeFixers fifty steps to rehabbing a house, the trade(s) who perform the work, and any prerequisite (P) steps that must be completed before a step can begin.

Safety and Security

- Windows don't close
- Windows don't lock
- Exterior doors don't close
- Exterior doors don't lock
- The house is not secure (people can get in)

Cleaning and Disposal

- Junk in yard
- Trash and debris inside house
- Germs and grime on surfaces
- Pet odors

Structural and Drainage

- Foundation is unstable or not level
- Floor joists are damaged, crooked, or unstable
- Rafters are damaged, crooked, or unstable
- Window and door headers are damaged, crooked, or unstable
- Roof is sagging, bulging, swaybacked, or unsupported
- Walls are crooked and/or bulging
- Foundation shows signs of settlement
- Chimney, porches, patio, or stairs are pulling away from the house
- Inadequate drainage
- Soil is not properly graded to keep water away from the home
- Water seepage in the crawl space and/or basement
- Wet or damp basement
- Buckled floors or mildewy odor in basement
- French drains are needed or are not functioning as intended
- Gutters and/or downspouts are needed or are in need of repair or replacement

Pest Control

- Signs of active termites
- Fleas, roaches, spiders, wasps, hornets
- Bees
- Indications of rodents

Roof

- Roof leaks
- Shingles are old, damaged, worn, or missing
- Flashings are in need of replacement
- Improper flashings
- Rolled roof is wrinkled and/or damaged
- Water standing on roof
- More than two layers of shingles on roof
- Vents and/or turbines need to be replaced
- Decking is rotted and/or sagging
- Pipe protrusions need to be painted
- Nails need to be caulked

Exterior Rough Carpentry

- Loose and rotted siding
- Wood rot along bottom of siding
- Siding in contact with soil
- Fascia boards rotted
- Soffit board and eaves have rotten wood
- Wood rot at front porch column and/or railing
- Wood rot at bottom of garage door posts
- Water damage on lower panels of garage door
- Door threshold is rotten
- Doors are missing proper weather stripping
- Deck, railings, and stairs in need of repair
- Wood privacy fence damaged or missing pickets

Interior Rough Carpentry

- Mushy subfloor
- Rotted or termite-eaten studs
- Bulges and deflections noted in the floor, wall, or roof framing

Windows

- Broken window glass
- Window screens missing or damaged
- Windows won't open or shut
- Seal broken in double-pane glass (fogged)
- Missing locks
- Windows missing proper caulking

Fireplace

- Fireplace/chimney has excessive creosote buildup
- Bricks/mortar in need of repair

HVAC

- Furnace not functioning or at the end of its useful life
- Wall heater not functioning or at the end of its useful life
- HVAC system needed
- Condenser not functioning or at the end of its useful life
- Ducts are decaying and need to be replaced
- HVAC filter dirty; system in need of service
- Condensate line needs to be extended
- Exhaust fan units don't vent to the exterior
- Exhaust fans rattle
- Air vents are rusty and mildewed
- Thermostat needs to be replaced

Plumbing

- Hot water heater not up to current code (height, flue, temperature and pressure (T&P) valve, overflow, combustion air intake)
- Walk-in shower (leaking shower pan)
- Toilet leaks, runs, doesn't flush, loose
- Bathtub is chipped, stained, cracked (needs to be replaced or refinished)

- Bathtub/shower handles leak
- Sinks badly stained, scratched, chipped, or broken
- Faucets drip or leak
- Hot and cold water faucets reversed
- Drains are slow or leaky
- Gas space heaters and wall heaters present
- Washing machine connections are badly corroded or leaking
- Ice maker box leaking
- Outside faucets leak and/or need vacuum breakers to prevent backflow
- Old galvanized iron water supply lines are present
- Connected pipes have incompatible materials
- Main drain lines leak
- Water supply lines leak
- Vent lines not present
- Sewer lines leak

Electrical

- Ground fault interrupt circuit (GFCI) needed in kitchen, bathrooms, utility room, outside, unfinished basements and garage
- Smoke detectors needed
- Electrical service insufficient
- Old fuse system Care Of
- Old knob and tube wiring present
- Ungrounded outlets
- Hot and neutral wires are reversed (use outlet tester)
- Aluminum wiring present (typically mid-1960s to early 1970s)
- Damaged or missing outlets
- Damaged or missing switches
- Exposed wiring

Masonry and Concrete Work

- Masonry is crumbling
- Stone, brick, or stucco siding in need of repair
- Brick in fireplace in need of repair
- Concrete underpinning cracked, missing, or in need of repair
- Sidewalks, driveway, patio cracked or in need of repair

Insulation

- Inadequate insulation in attic or walls

Walls

- Missing drywall/plaster
- Cracks in drywall/plaster
- Holes in drywall/plaster (behind doors from doorknobs, etc.)
- Loose drywall seams and corner bead
- Missing texture
- Wallpaper is worn and/or peeling
- Paneling is scratched or has holes

Cabinetry

- Missing cabinet doors and drawers
- Cabinet floor (bottom) under sink is rotted and needs to be replaced
- Cabinets are rotted, worn, scratched, sagging

Interior Doors and Trim

- Doors are damaged
- Doors are misaligned
- Window sill is water-damaged
- Baseboard is missing or damaged
- Doorjamb is cracked or damaged
- Space between the guardrails at the stairway is too wide

Paint

- Paint is peeling
- Water stains on sheetrock ceilings
- Interior in need of paint
- Exterior needs caulk and paint

Countertops

- Laminate countertops are scratched and worn

Tile and Vinyl

- Tile countertop is damaged
- Tile around bathtub/shower is missing or damaged
- Tile needs to be caulked
- Tile needs to be regouted
- Tile floor is missing or damaged
- Vinyl is peeling
- Holes in vinyl

Hardwood Floors

- Boards are termite-damaged or rotted
- Floors are badly stained

Hardware and Accessories

- Doorknobs and deadbolts not functioning; doorstops missing
- Bathroom towel bars and paper holder missing
- Mirrors damaged
- Shower door missing or broken

Appliances

- Range not functioning or at the end of its useful life
- Dishwasher not functioning or at the end of its useful life
- Wall oven not functioning or at the end of its useful life
- Cooktop not functioning or at the end of its useful life
- Vent hood not functioning or at the end of its useful life
- Microwave not functioning or at the end of its useful life
- Refrigerator not functioning or at the end of its useful life
- Garbage disposal not functioning or at the end of its useful life
- Trash compactor not functioning or at the end of its useful life
- Ice maker not functioning or at the end of its useful life

Carpet

- Carpet in need of replacement (stained, worn, burn marks, holes)

Landscaping

- Trees are overgrown and too close to the roof; shrubs need to be trimmed



The Should-Do's: Four Design and Finish Levels

	Basic	Standard	Designer	Custom
Front door	Metal Six-panel	Metal fan lite	Stock wood	Custom wood with glass
Side or back door	Slab (flat, no panel)	Six-panel	Full-lite, nine-lite	Custom wood with glass
Windows	Repair existing window	Aluminum	Vinyl	Wood
Siding	Repair (patch) siding	Vertical plywood siding (T1-11)	Hardiplank, possibly with some stone, brick, or stucco	Combination of several siding materials: Stone and stucco possibly with some Hardi, cedar, or metal
Texture	Spatter	Drag	Orange peel (remove any popcorn ceiling texture)	None or trowel
Kitchen cabinets	Stock white or oak	Stock oak (choice of stains)	Stock maple or cherry with a few glass doors	Custom species with a number of custom glass doors
Bathroom cabinets	Stock 24- or 30-inch vanity	Stock 30-inch vanity	Stock 36+-inch vanity with cultured marble top	Custom vanity cabinet with granite top
Interior doors	Slab (flat, no panel)	Six-panel	Special-order hollow core	Special-order solid core

	Basic	Standard	Designer	Custom
Baseboards	Repair or replace sections with existing type	< 3 inches high	> 4 inches high, paint grade	> 5-inches high, possibly stain-grade
Window trim	Sill and apron	Sill and apron	Sill, apron, and possibly window trim on first floor windows	All windows are completely cased and trimmed
Crown molding	No	No	Sparingly	Everywhere
Openings between rooms	Drywall	Drywall	Some cased openings in key places	Every opening is cased
Wall paint	Off-white	Off-white	A designer color	Color or faux finish
Ceiling paint	Same color as walls	Same color as walls	Shade of white	Designer choice
Accent paint	None	None	One or two walls	Several paint color changes for different rooms
Trim paint	Same color as walls	A shade of white	Usually a shade of white	Designer color or stained
Millwork paint (cabinets, mantle, etc.)	A shade of white	Same as trim paint	Usually an off-white	Designer color or stained

	Basic	Standard	Designer	Custom
Siding paint	Match existing paint to prevent multiple coats	Safe color	Designer color	Designer color
Exterior trim paint	Same paint as siding	Same paint as siding	Same paint as siding or a shade of white or a designer color	Designer color
Front door paint	A color that goes with the siding and trim	A color that goes with the siding and trim	Designer color or stained	Stained
Countertop	Inexpensive plastic laminate	Moderately priced plastic laminate	Designer laminate, Silestone, basic granite	Custom granite (beveled bull nose, honed)
Backsplash	4-inch plastic laminate strip	Plastic laminate or one row of tile	Ceramic or inexpensive quarry tile	Custom quarry tile, glass tile, handmade or hand-painted tile
Tub surrounds	Basic white 4 x 4's	Basic 4 x 4's	Subway or other tile	Quarry tile (mosaic pattern or other pattern)
Shower surrounds	Basic white 4 x 4's	Basic 4 x 4's	Subway or other tile	Quarry tile (mosaic pattern or other pattern)
Flooring for kitchen	Vinyl	Basic ceramic tile 12 inches x 12 inches	High-end ceramic tile or quarry tile	Slate, travertine, or hardwoods
Flooring for bathroom	Vinyl	Vinyl or basic ceramic tile 12 inches x 12 inches	High-end ceramic tile or quarry tile	Slate, travertine, or hardwoods

	Basic	Standard	Designer	Custom
Flooring for utility room	Vinyl	Vinyl or basic ceramic tile 12 inches x 12 inches	High-end ceramic tile or quarry tile	Travertine or similar
Flooring for front entryway	Vinyl	Basic ceramic tile 12 inches x 12 inches	High-end ceramic tile or quarry tile	Slate, travertine, or hardwoods
Kitchen sink	6-inch stainless	7-inch stainless	9-inch overmount or undermount stainless	Farmhouse or other custom sink
Kitchen faucet	Chrome basic	Includes sprayer	Sprayer pulls from faucet	Custom one-lever
Bathroom sink	Integrated plastic (imitation cultured marble)	Integrated plastic (imitation cultured marble)	Integrated cultured marble or porcelain drop-in	Undermount
Bathroom faucets	Two-handle basic	One- or two-handle basic	One-handle satin nickel	Custom (e.g., oil-rubbed bronze)
Surface mount lights	White globe (some pull string)	White mushroom-type	Satin nickel mushroom or similar (not too expensive)	Special order (e.g., oil-rubbed bronze with custom glass)
Special lighting	None	None	Some recessed lights in kitchen, breakfast, and family room; some pendants	Recessed lights throughout (usually low-voltage halogen), under-cabinet lights, pendant lights

	Basic	Standard	Designer	Custom
Ceiling fans	None	Cheap, white with light kit	Satin nickel with light kit	Special order with no light kit
Appliances	Hotpoint (usually white)	GE (usually white or black)	GE Profile (usually stainless)	GE Monogram or special (Viking, Sub Zero, etc.)
Carpet	Plush	Berber	Frieze	Wool
Doorknobs	Inexpensive brass	Inexpensive satin nickel look	Brushed nickel look	Distressed pewter or oil-rubbed bronze
Cabinet knobs and pulls	None	None	Brushed nickel	Special order (e.g., distressed pewter)
Towel bar	Budget metal	Chrome	Brushed nickel	Special order (e.g., oil-rubbed bronze)
Bathroom mirror	Cut and installed by a glass company	Cut and installed by a glass company	Framed (stock)	Special order (framed)
Landscaping	Cut grass	Cut grass, mulch gardens	Cut grass, install shrubs, plants, flowers, plant grass, mulch beds	Cut grass, install shrubs, plants, flowers, plant grass, mulch beds, install small trees, crushed granite, or stone walkways

1) LOCATION

- Country
- State/Province
 - Taxes
 - Rentals Laws
 - Weather
- County/Parrish
- City/Town
 - Taxes
 - Services
- Neighborhood
 - School District
 - Crime
 - Transportation
 - Shopping/Recreation
- Street
 - Traffic
 - Size
- Lot
 - Zoning
 - Adjoining Lots
 - Lot Size
 - Trees
 - Privacy
 - Landscaping
 - Orientation/View

2) TYPE

- Single Family
 - Home
 - Condo
 - Town Home
 - Mobile Home
 - Zero Lot/Garden
- Small Multi Family
 - Duplex
 - Fourplex
- Large Multifamily/Commercial
- Land/Lot
- New/Preconstruction
- Resale
- Urban
- Suburban
- Exurban
- Rural
- Resort/Vacation
- Farm/Ranch

3) ECONOMICS

- Price Range
 - From \$ _____
 - To \$ _____
- Discount _____%
- Cash Flow \$ _____ / Mo
- Appreciation _____% /Yr

- 4) **CONDITION**
- Needs No Repair
 - Needs Minor Cosmetic
 - Needs Major Cosmetic
 - Needs Structural
 - Needs Demolition

- 5) **CONSTRUCTION**
- Roof
 - Walls (Exterior)
 - Foundation
 - Plumbing
 - Water/Waste
 - Wiring
 - Insulation
 - Heating/AC

- 6) **FEATURES**
- Age/Year Built _____
 - Beds _____
 - Baths _____
 - Living _____
 - Dining _____
 - Stories _____
 - Square Feet _____
 - Ceilings _____ ft.
 - Parking/Garage
 - Kitchen
 - Closets/Storage
 - Appliances (Gas/Electric)
 - Floor Plan (Open, In-law)
 - Patio/Deck
 - Basement
 - Attic
 - Lighting
 - Walls (Interior)
 - Laundry Room

- 7) **AMENITIES**
- Office
 - Play/Exercise Room
 - Security System
 - Furniture/Furnishings
 - Sprinkler System
 - Workshop/Studio
 - In-Law Suite
 - Fireplace
 - Pool
 - Hot Tub
 - Ceiling Fans
 - Window Treatments
 - Satellite Dish
 - Internet (Broadband)
 - Sidewalk
 - Energy Efficient Features
 - Other:

Terms Worksheet: Buy & Hold

Purchase Terms		Terms Worksheet			
	Market Value (MV)		\$		
	Discount/Profit	-	\$		%
	Purchase Price	=	\$		
	Amount Financed	-	\$		
	Down Payment	=	\$		%
1	Cost of Purchase (COP)	+	\$		
2	Cost of Repair (COR)	+	\$		
	Total Investment	=	\$		
3	Net Operating Income (NOI)		\$		
4	Principle & Interest	-	\$		
	Cash Flow Monthly/ Annual	=	\$	-	= \$
Operating Terms		1 Cost of Purchase Sub-Worksheet			
	Finder's Fee		\$		
	Inspection	+	\$		
	Closing Costs	+	\$		
	Total Cost of Purchase	=	\$		
Operating Terms		2 Cost of Repair Sub-Worksheet			
	Cosmetic Minor		\$		
	Cosmetic Major	+	\$		
	Structural	+	\$		
	Fixtures/Appliances	+	\$		
	Landscaping	+	\$		
	Contingency Factor	+	\$		%
	Total Cost of Repair	=	\$		
Operating Terms		3 Net Operating Income Sub-Worksheet			
	Gross Rental Income		\$		% of MV
	Vacancy	-	\$		
	Net Rental Income	=	\$		
	Expenses				
	Property Management	-	\$		
	Leasing Costs (Annual/12)	-	\$		
	Maintenance (Annual Reserve/12)	-	\$		
	Utilities	-	\$		
	Property Taxes	-	\$		% of MV
	Insurance	-	\$		% of MV
	Other	-	\$		
	Net Operating Income	=	\$		
Operating Terms		4 Principle & Interest Sub-Worksheet			
	30-Year Mortgage				
	30-Year Mortgage Rate			%	
	30-Year Principle & Interest		\$		
	15-Year Mortgage Rate				
	15-Year Mortgage Rate			%	
	15-Year Principle & Interest		\$		

Terms Worksheet: Buy & Sell

Purchase Terms

Terms Worksheet			
	After Repair Value (ARV)	\$	
	Fast Sell Factor	-	%
	Fast After Repair Value (FARV)	=	
	Discount/Profit	-	%
1	Cost of Purchase (COP)	-	
2	Cost of Repair (COR)	-	
3	Carrying Costs (CC)	-	
4	Cost of Sale (COS)	-	
	Purchase Price	=	
	Amount Financed	-	
	Total Investment	=	

Operating Terms

1 Cost of Purchase Sub-Worksheet			
	Finder's Fee	\$	
	Inspection	+	
	Closing Costs	+	
	Total Cost of Purchase	=	
2 Cost of Repair Sub-Worksheet			
	Cosmetic Minor	\$	
	Cosmetic Major	+	
	Structural	+	
	Fixtures/Appliances	+	
	Landscaping	+	
	Contingency Factor	+	%
	Total Cost of Repair	=	
3 Carrying Costs Sub-Worksheet			
	Taxes	\$	
	Fees/Insurance	+	
	Utilities/Services	+	
	Debt Service	+	
	Property Upkeep	+	
	Total Carrying Cost	=	
4 Cost of Sale Sub-Worksheet			
	Agent Commissions	\$	
	Home Warranty	+	
	Title Insurance & Fees	+	
	Buyer Closing Costs	+	
	Total Cost of Sales	=	

Cost of Repair Worksheet

Cost of Repair Summary				
1	Cosmetic Minor	\$		0.00
2	Cosmetic Major	+ \$		0.00
3	Structural	+ \$		0.00
4	Fixtures/Appliances	+ \$		0.00
5	Landscaping	+ \$		0.00
	Contingency Factor	+ \$	0.00	#### %
Total Cost of Repair		= \$	-	

I Cosmetic Minor Sub-Worksheet				
Cleanup				
	Interior Cleaning	\$		
	Exterior Powerwash	+ \$		
Electrical				
	Install GFCIs	+ \$		
	Lights	+ \$		
	Outlets	+ \$		
	Fuse box	+ \$		
Roof				
	Shingle Repair	+ \$	-	
	Attic Vents	+ \$		
	Rain Caps	+ \$		
	Gutters/Downspouts	+ \$		
Chimney/Hearth				
	Cleaning	+ \$		
	Repair	+ \$		
Kitchen				
	New Countertops	+ \$		
	New Backsplash	+ \$		
Flooring				
	Carpet	+ \$		
	Tile	+ \$		
	Vinyl	+ \$		
	Laminate	+ \$		

Plumbing			
	Fixture instillation	+ \$	<u> </u>
	Replace bibs	+ \$	<u> </u>
	Update Gas Valves/Hoses	+ \$	<u> </u>
Carpentry			
	Shelving	+ \$	<u> </u>
	Rehang/Adjust Doors	+ \$	<u> </u>
	Trim/Molding	+ \$	<u> </u>
	Misc Mill Work/Repair	+ \$	<u> </u>
Handicap Access			
	Ramp	+ \$	<u> </u>
	Railing	+ \$	<u> </u>
	Debris/Garbage Removal	+ \$	<u> </u>
Exterior Walls			
	Driveway Patching/Repair	+ \$	<u> </u>
	Trim/Siding Repair	+ \$	<u> </u>
	Skirt Replacement	+ \$	<u> </u>
	Patch/Repair Masonry	+ \$	<u> </u>
	Paint	+ \$	<u> </u>
	Screens	+ \$	<u> </u>
	Replace Window Panes	+ \$	<u> </u>
	Shutters	+ \$	<u> </u>
	Weather Striping/Caulking	+ \$	<u> </u>
Interior Walls			
	Patch Dry Wall/Plaster	+ \$	<u> </u>
	Paint	+ \$	<u> </u>
	Rehang/Adjust Doors	+ \$	<u> </u>
	Trim	+ \$	<u> </u>
	Crown Molding	+ \$	<u> </u>
Misc			
	Labor	+ \$	<u> </u>
	Contractor Fees	+ \$	<u> </u>
	Trash Container Rental	+ \$	<u> </u>
	Debris/Garbage Removal	+ \$	<u> </u>
Total Cosmetic Minor		= \$	<u> </u> -

2		Cosmetic Major Sub-Worksheet	
Electrical			
	Rewiring Throughout	\$	<u> </u>
		+ \$	<u> </u>
Plumbing			
	Install New Pipes/Lines	+ \$	<u> </u>
	Line Repair/Replacement	+ \$	<u> </u>
Pool/Spa			
	Demo/Fill	+ \$	<u> </u>
	Pump/Filtration	+ \$	<u> </u>
	Addition	+ \$	<u> </u>
Carpentry			
	Custom Built-ins	+ \$	<u> </u>
	Decorative Woodwork	+ \$	<u> </u>
Flooring			
	Hardwood	+ \$	<u> </u>
	Tile	+ \$	<u> </u>
Exterior Walls			
	Siding Replacement	+ \$	<u> </u>
	Skirt Replacement	+ \$	<u> </u>
	Masonry	+ \$	<u> </u>
	New Driveway	+ \$	<u> </u>
	New Deck	+ \$	<u> </u>
	New Porch/Stoop	+ \$	<u> </u>
	New Patio	+ \$	<u> </u>
Interior Walls			
	Framing	+ \$	<u> </u>
	New Door	+ \$	<u> </u>
	New Window	+ \$	<u> </u>
	Replace Dry Wall	+ \$	<u> </u>
Misc			
	Labor	+ \$	<u> </u>
	Contractor Fees	+ \$	<u> </u>
	Garage Door	+ \$	<u> </u>
	Trash Container Rental	+ \$	<u> </u>
	Debris/Garbage Removal	+ \$	<u> </u>
	Total Cosmetic Major	= \$	-

3	Structural Sub-Worksheet	
Foundation Repair		
Slab	\$	
Pier & beam	+ \$	
Replace HVAC Ducts/Vents	+ \$	
Roof		
Shingles/Surface	+ \$	
Decking	+ \$	
Trusses /Trim	+ \$	
Septic Repair/Replacement	+ \$	
Walls Interior New/Demolish	+ \$	
Walls Exterior New/Demolish	+ \$	
Gas Line Repair/Replacement	+ \$	
Misc		
Labor	+ \$	
Contractor Fees	+ \$	
Trash Container Rental	+ \$	
Debris/Garbage Removal	+ \$	
Total Structural	= \$	-
4	Fixtures/Appliances Sub-Worksheet	
FIXTURES		
Lighting		
Ceiling Lights	\$	
Wall Lights	+ \$	
Ceiling Fans	+ \$	
Exterior Lights	+ \$	
Bathroom		
Medicine Cabinet	+ \$	
Countertops	+ \$	
Vanity	+ \$	
Cabinets	+ \$	
Shower	+ \$	
Bathtub	+ \$	
Mirrors	+ \$	
Toilet	+ \$	
Kitchen		
Cabinets	+ \$	
Island	+ \$	

Misc Fixtures			
	Labor	+ \$	<u> </u>
	Contractor Fees	+ \$	<u> </u>
	Parts/Tools	+ \$	<u> </u>
	Door Knobs/Hinges	+ \$	<u> </u>
	Cabinet Pulls/Hinges	+ \$	<u> </u>
	Window Coverings	+ \$	<u> </u>
	Screens	+ \$	<u> </u>
	Gas Alarm	+ \$	<u> </u>
	Smoke Alarm	+ \$	<u> </u>
	Keys/Locks/Lock Boxes	+ \$	<u> </u>
	House Numbers	+ \$	<u> </u>
	Mail Box	+ \$	<u> </u>
	FIXTURES SUBTOTAL	= + \$	<u> </u> <u> </u> -
APPLIANCES			
	Dishwasher	\$	<u> </u>
	Oven	+ \$	<u> </u>
	Range	+ \$	<u> </u>
	Hood	+ \$	<u> </u>
	Microwave	+ \$	<u> </u>
	Water Heater	+ \$	<u> </u>
	HVAC	+ \$	<u> </u>
	Refrigerator	+ \$	<u> </u>
	Trash Compactor	+ \$	<u> </u>
	Disposal	+ \$	<u> </u>
	Alarm System	+ \$	<u> </u>
	Garage door opener	+ \$	<u> </u>
	Sump Pump	+ \$	<u> </u>
	Radiators	+ \$	<u> </u>
	Other	+ \$	<u> </u>
	Other	+ \$	<u> </u>
	Misc.	+ \$	<u> </u>
	Labor	+ \$	<u> </u>
	Contractor Fees	+ \$	<u> </u>
	APPLIANCES SUBTOTAL	= \$	<u> </u> <u> </u> -
	Total Fixtures/Appliances	= \$	<u> </u> <u> </u> -

5	Landscaping Sub-Worksheet	
Lawn		
	Resod	\$ _____
	Reseed	+ \$ _____
	Mowing/Trimming	+ \$ _____
	Trim Hedge/Shrubs	+ \$ _____
	Trim Trees	+ \$ _____
	Watering	+ \$ _____
Plants/Beds		
	New Beds	+ \$ _____
	Flowers	+ \$ _____
	Shrubs/Hedges	+ \$ _____
	Trees	+ \$ _____
Retaining Walls		
	Timber	+ \$ _____
	Paint	+ \$ _____
	Stain	+ \$ _____
	Replace/Install	+ \$ _____
Misc		
	Labor	+ \$ _____
	Contractor Fees	+ \$ _____
	Pavers/Stepping Stones	+ \$ _____
	Sprinkler System	+ \$ _____
	Decorative Urns/Statues	+ \$ _____
	Fertilizer	+ \$ _____
	Mulch/Gravel	+ \$ _____
	Top Soil	+ \$ _____
	Storage Shed	+ \$ _____
	Trash Container Rental	+ \$ _____
	Debris/Garbage Removal	+ \$ _____
	Total Lanscaping	= \$ _____ -



Personal Balance Sheet

	January 1, Last Year	January 1, This Year	Annual % Increase	Current Total	YTD% Increase
ASSETS					
Retirement Accounts	\$ -	\$ -	%	\$ -	%
Equity Investments	\$ -	\$ -	%	\$ -	%
Businesses Private	\$ -	\$ -	%	\$ -	%
Businesses Public	\$ -	\$ -	%	\$ -	%
Stocks	\$ -	\$ -	%	\$ -	%
Bonds	\$ -	\$ -	%	\$ -	%
Annuities	\$ -	\$ -	%	\$ -	%
Total Equity Investments	\$ -	\$ -	%	\$ -	%
Cash/Savings	\$ -	\$ -	%	\$ -	%
Insurance	\$ -	\$ -	%	\$ -	%
Collectibles	\$ -	\$ -	%	\$ -	%
Personal Property	\$ -	\$ -	%	\$ -	%
Real Estate Personal	\$ -	\$ -	%	\$ -	%
Real Estate Investments	\$ -	\$ -	%	\$ -	%
Notes Receivable	\$ -	\$ -	%	\$ -	%
Other Assets	\$ -	\$ -	%	\$ -	%
TOTAL ASSETS	\$ -	\$ -	%	\$ -	%
LIABILITIES					
Car Loans	\$ -	\$ -	%	\$ -	%
Credit Card Debt	\$ -	\$ -	%	\$ -	%
Mortgage Debt	\$ -	\$ -	%	\$ -	%
School Loans	\$ -	\$ -	%	\$ -	%
Other Debt	\$ -	\$ -	%	\$ -	%
TOTAL LIABILITIES	\$ -	\$ -	%	\$ -	%
NET WORTH					
NET WORTH	\$ -	\$ -	%	\$ -	%
ANNUAL CASH FLOW					
ANNUAL CASH FLOW (EARNED)	\$ -	\$ -	%	\$ -	%
ANNUAL CASH FLOW (UNEARNED)	\$ -	\$ -	%	\$ -	%



Personal Budget Breakout

INCOME		
(1) Earned		
Salary	\$0.00	
Other	\$0.00	
Total Earned		\$0.00
(2) Unearned		
Interest	\$0.00	
Dividends	\$0.00	
Rental Income	\$0.00	
Assets Sold	\$0.00	
Notes	\$0.00	
Other	\$0.00	
Total Unearned		\$0.00
GROSS MONTHLY INCOME		
		\$0.00
(1) Tithing		
Charitable Giving	\$0.00	
Church Donations	\$0.00	
Other	\$0.00	
Total Tithe		\$0.00
(2) Savings		
Cash Reserve	\$0.00	
Other	\$0.00	
Total Savings		\$0.00
(3) Investments		
Pre Tax	\$0.00	
IRAs	\$0.00	
Business (Private)	\$0.00	
Stocks/Bonds	\$0.00	
Real Estate	\$0.00	
Annuities	\$0.00	
Collectables	\$0.00	
Other	\$0.00	
Total Investments		\$0.00
(4) Tax		
Income	\$0.00	
Other	\$0.00	
Total Tax		\$0.00
NET SPENDABLE INCOME		
		\$0.00



Personal Budget Breakout

EXPENSES

(5) Housing

Mortgage	<u>\$0.00</u>
Insurance	<u>\$0.00</u>
Taxes	<u>\$0.00</u>
Electricity	<u>\$0.00</u>
Gas	<u>\$0.00</u>
Water	<u>\$0.00</u>
Sanitation	<u>\$0.00</u>
Lawn Care	<u>\$0.00</u>
Cleaning	<u>\$0.00</u>
Telephone	<u>\$0.00</u>
Cable	<u>\$0.00</u>
Internet	<u>\$0.00</u>
Maintenance	<u>\$0.00</u>
Other	<u>\$0.00</u>

Total Housing \$0.00

(6) Food

Groceries	<u>\$0.00</u>
Other	<u>\$0.00</u>

Total Food \$0.00

(7) Automobile

Payments	<u>\$0.00</u>
Gas	<u>\$0.00</u>
Insurance	<u>\$0.00</u>
Maintenance/Repair	<u>\$0.00</u>
Other	<u>\$0.00</u>

Total Automobile \$0.00

(8) Insurance

Life	<u>\$0.00</u>
Medical	<u>\$0.00</u>
Disability	<u>\$0.00</u>
Other	<u>\$0.00</u>

Total Insurance \$0.00

(9) Entertainment

Entertainment	<u>\$0.00</u>
Magazines/Paper	<u>\$0.00</u>
Other	<u>\$0.00</u>

Total Entertainment \$0.00

(10) Clothing

Clothing	<u>\$0.00</u>
Other	<u>\$0.00</u>

Total Clothing \$0.00



Personal Budget Breakout

(11) Medical		
Co-Pay	\$0.00	
Prescriptions	\$0.00	
Other	\$0.00	
Total Medical		\$0.00
(12) Debt Service		
Credit Cards	\$0.00	
Loans/Notes	\$0.00	
Other	\$0.00	
Total Debt Service		\$0.00
(13) School/Child Care		
School	\$0.00	
Child Care	\$0.00	
Other	\$0.00	
Total School/Child Care		\$0.00
(14) Travel/Vacation		
Travel	\$0.00	
Vacation	\$0.00	
Other	\$0.00	
Total Travel/Vacation		\$0.00
(15) Miscellaneous		
Gifts	\$0.00	
Other	\$0.00	
Total Miscellaneous		\$0.00
TOTAL EXPENSES		\$0.00



Personal Budget Worksheet

Monthly Income

(1)	Earned Income		\$	-	
(2)	Unearned Income		\$	-	
Gross Monthly Income			\$	-	
(1)	Tithe	%	\$	-	
(2)	Save	%	\$	-	
(3)	Invest	%	\$	-	
(4)	Tax	%	\$	-	
Net Spendable Income			\$	-	

Expenses

			Current	Required	Discretionary
(5)	Housing	%	\$ -	\$ -	\$ -
(6)	Food	%	\$ -	\$ -	\$ -
(7)	Automobile	%	\$ -	\$ -	\$ -
(8)	Insurance	%	\$ -	\$ -	\$ -
(9)	Entertainment	%	\$ -	\$ -	\$ -
(10)	Clothing	%	\$ -	\$ -	\$ -
(11)	Medical	%	\$ -	\$ -	\$ -
(12)	Debt Service	%	\$ -	\$ -	\$ -
(13)	School/Child Care	%	\$ -	\$ -	\$ -
(14)	Travel/Vacation	%	\$ -	\$ -	\$ -
(15)	Misc.	%	\$ -	\$ -	\$ -
Total Current Expenses			\$ -		
Total Required Expenses				\$ -	
Total Discretionary Expenses					\$ -

Budget Analysis

Net Spendable Income	\$	-
Less Required Expenses	\$	-
Total Surplus/Deficit	\$	-