|  |  |  |  |
| --- | --- | --- | --- |
| **FNMA Allowable Completion Checklist\_v07.05.17 If the Allowable was completed, all Before, During, and After Photos  should be documented per the below sections in yellow where required.** | | | |
| **Exterior Services** | | | |
| **Landscape Package - Mulch Completed by Bag (Number of Mulch Beds Completed\_\_\_\_)**  **\*If there are NO front facing beds, do not complete or do not create beds for mulch.** | **Before** | **During** | **After** |
| Length Measurement of each front facing bed completed IF more than 2 CYDs are required to complete the full package (measurement number must be visible) |  |  |  |
| Width Measurement of each front facing bed completed IF more than 2 CYDs are required to complete the full package (measurement number must be visible) |  |  |  |
| Shrubs trimmed and pruned |  |  |  |
| Shrub Clippings Removed |  |  |  |
| Weed killer applied in all beds |  |  |  |
| Weed barrier applied in all beds |  |  |  |
| Mulch being spread on each mulch bed completed |  |  |  |
| If corner lot and beds exist on sides, photo taken from a distance of the side to show work done (if applicable) |  |  |  |
| Mulch installed is at least 3 inches deep with measurement photo |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| **Exterior Window Clean Package (all stories)** | **Before** | **During** | **After** |
| Clean windows with proper window cleaning agent, replace screens |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| **Roof and Gutter Package** | **Before** | **During** | **After** |
| All sides of property showing tree branches touching or near roof line |  |  |  |
| Roof debris present and removed from roof |  |  |  |
| Gutter debris present and removed from gutter |  |  |  |
| New reattach/repair hardware to be used (if applicable) |  |  |  |
| Area of concern/damage (if applicable) |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| **Gutter/Downspout Replacement** | **Before** | **During** | **After** |
| Before photos of missing/damaged areas needing replaced |  |  |  |
| Length Measurement of new material |  |  |  |
| Installation of new gutter/downspout |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| **Gutter/Downspout Reattach/Resecure Only (If Roof and Gutter NOT Completed)** | **Before** | **During** | **After** |
| Before photos showing need/ areas of concern |  |  |  |
| Length Measurement of materials required |  |  |  |
| Installation of new hardware for each area of concern |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Splash Pad/ Gutter Extension** | **Before** | **During** | **After** |
| Downspout Elbow installed (If applicable) |  |  |  |
| Splash Pad (Installed if there is a walking surface below the downspout) |  |  |  |
| Gutter Extension/Elbow (Installed if there is no trip hazard below the downspout) |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| **Garage Door Securing** | **Before** | **During** | **After** |
| Secure missing garage doors with boarding (no less than 5/8th thick) w/ required paint completed |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  | 1 |
| **Fence Replacement** | **Before** | **During** | **After** |
| Photos showing damaged area of concern |  |  |  |
| Length Measurement of materials replaced |  |  |  |
| Installation of New Fence |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| If seeking approval for expense beyond the allowable, a photo showing the area is temp. secured |  |  |  |
| **Fence Repair/Reattach** | **Before** | **During** | **After** |
| Photos showing need/area of concern |  |  |  |
| Repair of each damaged area |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Fence Gate Replacement** | **Before** | **During** | **After** |
| Photos showing need/area of concern |  |  |  |
| Installation of new fence gate |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| **Fence Gate Repair/Reattach** | **Before** | **During** | **After** |
| Photos showing need/area of concern |  |  |  |
| Repair/Reattach of Fence Gate for each area of concern |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Handrail Installation** | **Before** | **During** | **After** |
| Photos showing need/area of concern |  |  |  |
| Length Measurement for area of concern that is missing/damaged (if applicable) |  |  |  |
| Length Measurement of each handrail installed |  |  |  |
| Each placard photo for unit installed (if applicable) |  |  |  |
| Installation of new handrail |  |  |  |
| Copy of local handrail code |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| If seeking approval for expense beyond the allowable, a photo showing the area is temp. secured |  |  |  |
| **Handrail Repair/Reattach** | **Before** | **During** | **After** |
| Photos showing need/area of concern |  |  |  |
| Repair/Reattach of Handrail for area of concern |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Exterior Deck Replacement** | **Before** | **During** | **After** |
| Photos showing need/area of concern |  |  |  |
| Length Measurement for area of concern that is missing/damaged |  |  |  |
| Width Measurement for area of concern that is missing/damaged |  |  |  |
| Installation of new deck material |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| If seeking approval for expense beyond the allowable, a photo showing the area is temp. secured |  |  |  |
| **Exterior Deck Repair/Reattach** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Installation of new hardware for each area of concern |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Exterior Wooden Step Replacement** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Installation of each exterior wooden step replacement |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  | 2 |
| **Interior/Exterior Wooden Step Repair/Reattach** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Repair/Reattach of Interior/Exterior wooden step |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Exterior Light Replacement – if HOA, light bulb must be working in any exterior fixture** | **Before** | **During** | **After** |
| Before photos showing the missing/damaged area |  |  |  |
| Installation of each exterior light fixture |  |  |  |
| Photo with light bulb in place and operable |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| **Exterior Light Repair with New Hardware** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Installation of new hardware for each area of concern |  |  |  |
| Photo with light bulb in place and operable |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Exterior Light Repair with Existing Hardware** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Reattached of existing hardware for each area of concern |  |  |  |
| Photo with light bulb in place and operable |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Doorbell Installation** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Installation of each doorbell |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| **Doorbell Repair/Reattach** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Repair/Reattach of each Doorbell |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Shutter Repair/Reattach** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Repair/Reattach of each Shutter |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Exterior Door and/or Frame Replacement (Main Dwelling, attached, and detached garages)**  ***\*Door Armor should NOT be used on any detached garages regardless of if ext. door replaced*** | **Before** | **During** | **After** |
| Before photos showing the missing/damaged area |  |  |  |
| Photo of Label on Door confirmation exterior rating |  |  |  |
| Installation of new frame (if applicable) |  |  |  |
| Installation of new door (if applicable) |  |  |  |
| Installation of knob lock AND deadbolt on the exterior door |  |  |  |
| Photo showing door and/or frame securely closed |  |  |  |
| If exterior door installed, photo of Door Armor MAX packaging to prove correct product |  |  |  |
| If new exterior door installed, the Door Armor MAX has be installed on the replaced door |  |  |  |
| If exterior door installed, photos of Door Armor MINI packaging to prove correct product |  |  |  |
| If new exterior door installed, Door Armor MINI have been installed on all main dwelling ext. doors |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| **Interior/Exterior Graffiti** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Application of primer to area of concern/damage |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  | 3 |
| **Emergency Allowable** | | | |
| **Pumping Water** | **Before** | **During** | **After** |
| Depth of water measurement photo |  |  |  |
| During water being removed from interior of property |  |  |  |
| After showing level of water after the pumping has been completed |  |  |  |
| **Fill in Hole** | **Before** | **During** | **After** |
| Depth of hole measurement photo |  |  |  |
| Length of hole measurement photo |  |  |  |
| Width of hole measurement photo |  |  |  |
| During dirt being filled in hole |  |  |  |
| After showing new level of hole and surface is level |  |  |  |
| **Tarping** | **Before** | **During** | **After** |
| Tarp material in correct brown or black color |  |  |  |
| Length measurement of area of damage |  |  |  |
| Width measurement of area of damage |  |  |  |
| Photo evidence showing daylight visible from interior of the property |  |  |  |
| Photos showing tarp being installed |  |  |  |
| Photos showing furring strips in place with tarp taut against roof, chimneys, caps, etc. |  |  |  |
| Photos showing tarp always extends over ridgeline |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Vehicle Removal** | | | |
| Photo clearly of vehicle with property in background as reference |  |  |  |
| Photo of VIN number, if applicable |  |  |  |
| Photo showing method of vehicle disposal (truck, trailer, tow truck, etc.) |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Interior Services** | | | |
| **Plumbing System to complete wint., dewint., minor repairs for functionality or to hold pressure** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Installation of new plumbing material/Repair of existing damages/breaks |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Handrail Installation** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Length Measurement for each area of concern that is missing/damaged (is applicable) |  |  |  |
| Length Measure of each handrail installed |  |  |  |
| Each placard card for unit installed (if applicable) |  |  |  |
| Installation of new handrail |  |  |  |
| Copy of local handrail code |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| If seeking approval for expense beyond the allowable, a photo showing the area is temp. secured |  |  |  |
| **Handrail Repair/Reattach** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Repair/reattach of handrail for each area of concern |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **Interior/Exterior Wooden Step Replacement** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Installation of each interior/exterior wooden step replacement |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| If seeking approval for expense beyond the allowable, a photo showing the area is temp. secured |  |  | 4 |
| **Interior Wooden Step Repair/Reattach** | **Before** | **During** | **After** |
| Area of concern/damage |  |  |  |
| Repair/Reattach of Interior wooden step |  |  |  |
| Photos from a distance to show entire scope of work completed for each area of concern |  |  |  |
| **DampRid Installation (Number of 4 lb. DampRid Buckets Installed \_\_\_\_\_\_\_\_\_)** | **Before** | **During** | **After** |
| Length measurement of basement |  |  |  |
| Width measurement of area of basement |  |  |  |
| Photo showing basement exists (basement steps) |  |  |  |
| Address, installation date, 2 month expiration date, and the bucket number (if more than one installed) written in permanent marker on the top of sealed cover that does not get removed for each unit ONLY (*Not on the Lid or on the bottom of the bucket*). Information written on the side or bottom of the bucket will not be accepted. |  |  |  |
| Online documentation showing basement sq. ft. (Zillow, Auditor Website, Homepath, if applicable) |  |  |  |
| Photos from a distance to show entire scope of work completed |  |  |  |
| **Dehumidifier Installation (Capacity of Dehumidifier Installed \_\_\_\_\_\_\_\_\_)** | **Before** | **During** | **After** |
| Length measurement of basement |  |  |  |
| Width measurement of area of basement |  |  |  |
| Photo showing basement exists (basement steps) |  |  |  |
| Water conditions in basement showing dehumidifier need (recent flood, wet walls and/or floors) |  |  |  |
| Box/Packaging showing dehumidifier capacity size |  |  |  |
| Address written on the BACK of dehumidifier |  |  |  |
| Photo of the unit place din basement, connected to a basement drain |  |  |  |
| Photo to support electricity is activated at the property |  |  |  |
| Online documentation showing basement sq. ft. (Zillow, Auditor Website, Homepath, if applicable) |  |  |  |
| Photo from a distance to show scope of work completed (must be as "ON" and connected to drain) |  |  |  |

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