47-Point Townhome & HOA Roofing Bid Checklist

What to settle before comparing bids or signing a roofing contract

Property / Association: _____ Date: _____

Property manager / board contact: _____ Buildings: _____

Use the same written scope for every bidder. A low number is not a bargain when it leaves out the expensive details.

Check every box in the proposal, contract or attached project documents. Do not rely on a verbal “we always include that.”

A. Authority and funding

- ☐ The board has confirmed, under its governing documents, that it can approve this project.
- ☐ The contract signer is named.
- ☐ A person who can approve same-day change orders is named, with a written dollar limit.
- ☐ Funding is approved and available before materials are ordered.
- ☐ Written association or neighbor approvals are in hand when owners are responsible for their own roofs.

B. What is included

- ☐ Every building and roof section is listed by address or building number, including garages, porches, bay roofs, entry roofs and detached structures.
- ☐ A roof plan or aerial is attached, with anything excluded clearly marked.
- ☐ Full tear-off of all existing layers to the roof deck is stated.
- ☐ The shingle manufacturer, product line and color are named, including matching starter and hip-and-ridge products.
- ☐ The underlayment product is named, and ice-and-water-barrier locations are listed for eaves, valleys, sidewalls and penetrations.
- ☐ New drip edge, gutter apron, pipe boots, roof vents and caps are identified.
- ☐ Skylights are marked to replace, reflash or leave, with ownership and cost responsibility stated.
- ☐ Gutters and downspouts are marked as untouched, detached and reset, or replaced, including responsibility for damage.
- ☐ Satellite dishes and other roof-mounted items have a written removal and reset plan.

C. Hidden conditions

- ☐ The decking allowance is stated and identified as per-building or pooled across the project.
- ☐ The unit price per sheet beyond the allowance is stated, along with whether unused allowance is credited.
- ☐ The plan explains how decking, vents or penetrations near unit-separation assemblies will be handled, with building-official or design-professional input when needed.

C. Hidden conditions - continued

- [ ] All replaced decking will be photographed and labeled by building and location.
- [ ] The ventilation scope is written by building or attic area after an actual look inside representative attics.
- [ ] The proposal states what flashing will be new and what, if anything, will be reused and why.
- [ ] Responsibility and pricing are stated for siding that must be loosened or replaced to complete flashing correctly.

D. Site and residents

- [ ] The site plan identifies dumpster or trailer locations, material drops and the portable toilet.
- [ ] The protection plan covers pavement, garage doors, siding, landscaping, air conditioners, decks and patios.
- [ ] Existing conditions at every building will be photographed before work begins.
- [ ] Work hours and any no-work days are stated.
- [ ] Resident notices identify who writes and delivers them, how far in advance they go out and how weather changes are communicated.
- [ ] Daily cleanup and magnetic nail sweeps are included.
- [ ] The association and contractor each have one named contact, plus a simple process for residents to report damage or concerns.

E. Schedule and quality control

- [ ] The start window and planned building order are stated.
- [ ] The first building will be completed and walked with the board or manager before the remaining buildings proceed.
- [ ] No more roof will be opened in a day than can be made watertight that day.
- [ ] A realistic late-season stopping point is agreed upon.
- [ ] The person who makes each morning weather decision is identified.

F. The contractor

- [ ] The Minnesota contractor license number has been verified with the Department of Labor and Industry.
- [ ] Certificates of liability and workers compensation insurance will be sent directly by the contractor or insurance agent.
- [ ] The proposal names the daily site supervisor and explains whether the same crews will work on every building.
- [ ] Required permits will be pulled under the contractor license and included in the price.

G. Payment and changes

- [ ] Payments are tied to completed buildings or defined milestones, not calendar dates alone.
- [ ] A lien waiver is provided with each payment.
- [ ] Final payment for each building follows completion of its punch list.
- [ ] Change orders are written, priced and authorized before extra work begins, with a capped emergency process for open-roof conditions that cannot wait.
- [ ] The proposal states when its pricing expires.

H. Closeout

- [ ] The party in whose name the manufacturer warranty will be registered is identified, and registration confirmation is required.
- [ ] The applicable warranty term for this ownership and building type will be confirmed in writing.
- [ ] The workmanship-warranty term is stated, along with who residents call about a future leak.
- [ ] Closed permits, per-building photo records, and exact product and color names are included in the closeout package.
- [ ] All closeout documents will be delivered to the association permanent records.

Six questions to ask every bidder out loud

1. Where exactly does your scope stop at each unit line, wall and small roof section?
2. What is included in your decking allowance, and what happens at the first sheet past it?
3. Did you look inside any attics? What did you find, and how did it affect the ventilation scope?
4. What existing materials or flashing are you planning to reuse?
5. Who will supervise this property every day, and what is that person's direct phone number?
6. Can we see the resident notice and weather-update process you plan to use?

> If a contractor will not put the answers in writing, that tells you how the last building will be handled when nobody is watching.

Need a clear scope before your association requests bids? Northern Exteriors can inspect the buildings, organize conditions by building, and provide per-building pricing for board review. Call or text **651-230-5103** or visit **northernexteriorsmn.com**.

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General contractor education only. Governing documents, insurance policy language, approved plans, current manufacturer instructions and the applicable building official control.