

ROOF REPLACEMENT ESTIMATE CHECKLIST

Confirm that the written proposal defines the scope before work begins.

CONTRACTOR / PROPOSAL: _____ DATE: _____ REVIEWED BY: _____



PROJECT DETAILS

Property address; owner; contractor legal name, contact information and proposal date/expiration.



PROPERTY PROTECTION

Protection for landscaping, siding, windows, driveways, pools, HVAC and neighboring property.



MEASUREMENTS

Measured roof area, roofing squares, pitch, facets, ridges, hips, valleys and penetrations.



CLEANUP

Daily and final debris removal, magnetic nail collection, gutter cleanup and damage reporting.



MEASUREMENT SOURCE

Who measured; report or method used; waste allowance; quantity used for ordering.



PERMITS & INSPECTIONS

Who obtains and pays for permits, code inspections and any required coastal/wind documentation.



TEAR-OFF & DISPOSAL

Number and type of layers removed; loading, hauling, disposal fees and dump charges.



SCHEDULE & DELAYS

Expected start, duration and completion; material delivery; weather and concealed-condition delays.



ROOF COVERING

Manufacturer, exact product line, material/classification, color and stated quantity.



PRICE & PAYMENT

Base price, taxes/fees, deposits, progress/final-payment triggers, financing and insurance handling.



SYSTEM COMPONENTS

Underlayment, starter, ridge cap, fasteners, drip edge, leak barrier and accessories.



CHANGE ORDERS

Written approval required before added work; scope, price, schedule impact, photos and signatures.



FLASHING & PENETRATIONS

Treatment at valleys, walls, chimneys, skylights, vents and pipe penetrations; new vs. reused.



WARRANTIES

Workmanship and manufacturer coverage, duration, limitations, exclusions and registration responsibility.



VENTILATION

Existing intake/exhaust; components retained, removed, replaced or added; balancing responsibility.



EXCLUSIONS / CANCELLATION

Everything not included; owner responsibilities; cancellation rights, notices and signatures.



DECKING / WOOD WORK

Included allowance, sheet or square-foot unit price, documentation, approval and disposal.



SIGNATURES & ATTACHMENTS

Referenced reports, product sheets, drawings, addenda, dates and authorized signatures included.

CHANGE-ORDER SAFEGUARD

Require a written change order before added work begins. It should state the discovered condition, added or removed scope, unit or fixed price, schedule impact, supporting photos and authorized signatures.

BEFORE SIGNING: Mark each item as defined, unclear or not applicable. Resolve every unclear item in writing.