

COVERT TOWNSHIP SENIOR MILLAGE

**HOME REPAIR SERVICE QUOTE**

**\*\*COMPLETED BY CONTRACTOR/HANDYMAN PRIOR TO WORK BEING STARTED.\*\***

APPLICANT: FIRST M. LAST NAME	ADDRESS/ZIP
CONTRACTOR: FIRST M. LAST NAME	QUOTE NUMBER
CONTACT NUMBER	EMAIL ADDRESS
STREET ADDRESS	CITY/STATE/ZIP

**WHAT SERVICES WILL YOU PERFORM?**

**HOME REPAIR:**

- ☐ Door, window, or home hardware repairs/replacement
- ☐ Electrical or heating system repair
- ☐ Exterior stair, porch, or deck repair
- ☐ Exterior building repairs: roof and siding, foundation
- ☐ Floor repairs
- ☐ Interior wall or fixture repair/replacement
- ☐ Insulating, weatherization (including water heater wrap, low-flow shower head, socket sealers, draft stoppers and door sweeps)
- ☐ Painting to prevent deterioration in conjunction with repairs
- ☐ Plumbing, drain or water supply repair
- ☐ Stair and exterior step repair/replacement
- ☐ Structural repair: foundation or flooring
- ☐ Other: \_\_\_\_\_

Labor Hourly Rate: \$ \_\_\_\_\_ Hours: \_\_\_\_\_ Total: \$ \_\_\_\_\_

Supplies: \_\_\_\_\_

Total of Labor and Supplies: \$\_\_\_\_\_.

**PLEASE Be Aware that checks will be processed between 14-20 Business Days upon receipt of the Service Invoice Form.**

**Minimum Service Standards**

- 1. The Senior Services Chore/Home Repair Service Administrator will verify that services are provided only for residents age 60 and over who live in Covert Township full time.
- 2. Neither work done by the homeowner nor the homeowner’s immediate family members (mother, father, daughter, daughter-in-law, son, or son-in-law) of the homeowner shall be billable.
- 3. Repair costs billed to the township may not exceed \$1,000.00 over 2 consecutive fiscal years. The fiscal year is July 1 through June 30 of the following year. Any amount over \$1,000 is the responsibility of the homeowner.
- 4. Home repair services may not be provided on rental property.
- 5. No repairs may be made to a condemned structure.
- 6. Contractors must have appropriate insurance.
- 7. Appropriately licensed providers will be required for electrical repair issues, HVAC system repairs, water supply issues and any other safety related repairs as noted above.
- 8. Home repair service contractors will check each home to be repaired for compliance with local building codes where applicable.
- 9. Repair costs billed to the township may include both labor, material, and specialized third-party equipment rental. Receipts **MUST** accompany the Invoice.
- 10. The Contractor/Handyman and Homeowner will provide:
  - \*Service Quote- must be provided prior to service. **(Completed by Contractor/Handyman)**
  - \*Service Invoice- Invoice requiring acknowledgement from Contractor/Handyman and Homeowner that work has been completed. If any supplies were purchased for home repair receipts **MUST** accompany the Invoice for reimbursement. **(Completed by Contractor/ Handyman & Homeowner)**

**Note: Tools purchased are not billable.**

**Contractor/Handyman Completes**

I, \_\_\_\_\_, certify I will perform the described listed services at the address stated above. These services will be completed in accordance with the Minimum Service Standards as outlined by Covert Township’s Senior Millage, which I have read.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**OFFICE USE ONLY:**

Senior Service Program Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_