

HOUSING AUTHORITY OF THE CHEROKEE NATION

VACANT UNIT INFORMATION SHEET

Name of Homebuyer: _____ Grayden Kelley _____

Forwarding Address: _____ Unknown _____
 City, State, Zip Code:

	County:	Sequoyah	Move-In Date:	3/3/2017
	Project #:	5501	Move-out Date:	9/24/2019
	Account #:	KE-4950	Bedroom Size:	3
	Unit #:	74950	Reason Vacated:	Reposessed by HACN

Previous Homebuyer: _____
 Move-In Date: _____

Physical Address of Vacant Unit: _____ 914 Chestnut Circle _____
 City, State, Zip Code: _____ Vian, OK 74962 _____

Directions to Unit: _____ Vian Addition North of Dollar General in Vian on Hwy 82 (8th house on the Right) _____

	UTILITY COMPANY	ACCOUNT #
Gas:	_____ Oklahoma Natural Gas (ONG) _____	_____ 213354058258329 2 _____
Electric:	_____ OG&E Electric _____	_____ 130730004-4 _____
Water:	_____ Vian City Water _____	_____ 16131272 _____

Condition of Unit: _____ Unknown _____ **Change Locks:** _____ Yes _____

List any changes and/or additions made to unit: _____

Date: _____ 9/25/19 _____ **HACN Staff:** _____ Megan Wooten _____

- CC: Tenant File
- Jerri A. Killer Housing Management Director
 - Lacie Roberts Manager of Housing
 - Sonya Hall Supervisor - Housing Management
 - David Sevier Maintenance Manager
 - Shirley Hubbard Administrative Officer - Maintenance
 - Stephanie Carroll Administrative Assistant - Maintenance

Attachments Required For Environmental:

- _____ Copy of Plat if in Addition
- _____ No _____ Copy of Survey
- _____ No _____ Utility Transfer (Required if Assigned Back)

Attachments Required for Housing Mgmt Staff:

- _____ Tenant Information Sheet
- _____ Unit Information & Tenant Report
- _____ Tenant Transaction
- _____ Payoff Statement
- _____ No _____ Request Appraisal

Work Write-Up and Bid Document

Grayden Kelley

914 Chestnut Circle

Vian, OK

74962-

(918) 525-2221

Contractor Name

Contractor Signature

Bid Due Date:

Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
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Appliances

INTERIOR

1		Dishwasher. Install new dishwasher	replace dishwasher	10.F.	1	EA <input type="text"/>
2		Fire protection (Kiddie1-A : 10-B-C rec. fire extinguisher).	replace extinguisher	10.F	1	EA <input type="text"/>
3		Range Oven/30"/Free Standing. Install new 30" range/oven.	replace range	10.F	1	EA <input type="text"/>
4		Refrigerator/18.2 CF/ Install new Fridge	replace fridge	10.F	1	EA <input type="text"/>
5		Vent-A-Hood/30"/Ext. Vented/Install new kitchen vent-a-hood (ext. vent)/30"	replace range hood	10.D.3.D	1	EA <input type="text"/>

Carpentry

EXTERIOR

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Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
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Carpentry

EXTERIOR

6		Door/Exterior/6-Panel Steel/Pre-Hung/Replace. Replace exterior entrance door with new pre-hung-steel six panel. Use Stanley #13757 or written approved equal. Work shall include paint-both sides.	replace exterior entry doors	8.A.	4 EA	<input type="text"/>
7		Storm Door/Vinyl Clad/Replace storm/screen door with new self storing storm door/Vinyl Clad/Use Larson model 298-SS or written approved equal.	replace exterior storm doors	8.B	3 EA	<input type="text"/>
8		Window Screen/Repair window screen as per General Specifications.	repair and replace all screens	8.I	7 EA	<input type="text"/>

INTERIOR

9		Base Trim/Pine Colonial 2-1/4" Fingerjoint/Replace. Replace base trim, colonial, fingerjoint,2-1/4" pine.	remove existing and replace with new, paint white	6.N	450 LF	<input type="text"/>
10		Countertop/Replace. Remove existing countertop and replace with new countertop and backsplash.	remove and replace countertops	6.O.4	16 LF	<input type="text"/>
11		Paper Holder/Replace paper holder	replace paper holders	10.E.2.	2 EA	<input type="text"/>

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<i>Trade</i>	<i>Area</i>	<i>Description</i>	<i>Comments</i>	<i>Manual Spec</i>	<i>Quantity</i>	<i>Enter Bid</i>
<i>Carpentry</i>						
	INTERIOR					
12		Passage Door/Pre-Hung/6-Panel/Replace passage door & lockset with new pre-hung 6-Panel. Work shall include paint both sides.	replace all interior doors	8.A	13 EA	<input type="text"/>
13		Towel Bar/Install new towel bar/24".	replace towel bars	10.E.2.	4 EA	<input type="text"/>
<i>Electrical</i>						
	EXTERIOR					
14		Light Fixture/Porch/Replace exterior porch light.	replace porch lights	13.D.9	3 EA	<input type="text"/>
	INTERIOR					
15		Ceiling Fan & Light Kit/52"/Install ceiling fan (52") with light kit, switch, cover plate and wiring/Use Hunter "Greenwich" or written approved equal (lifetime warranty).	replace ceiling fans	13.D.9.B	4 EA	<input type="text"/>
16		Cover Plate/Outlet/Install new outlet cover plate	replace all plugs, outlets, gcfi, switches and cover plates	13.D.6.	20 EA	<input type="text"/>

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Trade	Area	Description	Comments	Manual Spec	Quantity	Enter Bid
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Electrical

INTERIOR

17		Light Fixture & Switch/Wet Area/Replace. Replace existing light fixture and switch with new wet-area approved light fixture and switch.	replace bar lights in bathrooms	13.D.	2 EA	<input type="text"/>
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18		Light Fixture, Switch & Circuit/Room/Install new semi-flush mount ceiling light fixture, switch, cover plate and circuit. Use Angelo model 66201.	replace all interior lights	13.D.9	12 EA	<input type="text"/>
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19		Light Fixture/Heat-Vent-Light/Install new bathroom light (100 watt), heater (1450 watt), vent fan (70 CFM) and switch. Use Broan model 655 or written approved equal.	replace heat vent lights in bathrooms	13.D.16	2 EA	<input type="text"/>
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20		Smoke Detector/Battery Operated/Install new smoke detector, battery operated (10 year lithium battery). All bedrooms and hallways adjacent to bedrooms. Use Firex #4015 or written approved equal.	replace smoke detectors	13.D.11	5 EA	<input type="text"/>
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Flooring

INTERIOR

21		Carpet & Pad/Level Loop/26 oz./Install new carpet (26 oz., level loop)and pad (15 oz.).	remove and replace carpet and pad	9.M	100 SY	<input type="text"/>
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Flooring

22	INTERIOR	Vinyl Floor Tile/Install new vinyl floor tile/12" x 12" x 1/8".	remove existing tile and replace with new in designated areas	9.L	350 SF	<input type="text"/>
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HVAC

23	INTERIOR	Central Air (13 SEER) & Heat/1,001 to 1,600sf/Install central air (13 SEER) and heat (gas-80% AFUE)/Complete system/Building sizes between 1,001 and 1,600sf.	replace with 3 ton unit, to include filter filter grill, and registers	12	1300 SF	<input type="text"/>
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Paint & Finish

24	INTERIOR	Interior Surfaces/Paint all interior surfaces of structure - Two Coats. Entire interior excluding kitchen and bath cabinets. Work shall include minor repairs to all surfaces. SF=FLOOR AREA OF ENTIRE STRUCTURE.	paint interior, to include all closets use off white	9.N.	1350 SF	<input type="text"/>
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Plumbing

INTERIOR

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Plumbing

INTERIOR

25		Commode & Seat/Install new commode, seat, supply line, shutoff and wax seal. Use American Standard Cadet or written approved equal.	replace both stools	11.A	2 EA	<input type="text"/>
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26		Faucet/Kitchen. Install new kitchen faucet (Use Delta single-handle model 100-WF or written approved equal), supply lines & shutoffs.	replace kitchen faucet	11.A	1 EA	<input type="text"/>
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27		Faucet/Vanity/Install new vanity faucet, supply lines & shutoffs. Use Moen one handle # P84521 or written approved equal.	replace both bathroom vanity faucets	11.A	2 EA	<input type="text"/>
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28		Shower Faucet & Diverter/Install new bath/shower faucet with diverter. Use Delta model N1348 or written approved equal.	replace both shower faucets, diverters, heads	11.A	2 EA	<input type="text"/>
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29		Water Heater/Gas/40 Gallon/Install new 40 gal. gas water heater. Work shall include elevating to 18" (if in garage), replacement of TPR, all combustion air and gas & electrical hook-ups for code legal installation. Use Bradford White	replace water heater	11.A	1 EA	<input type="text"/>
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Site Work

EXTERIOR

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Site Work

EXTERIOR

30 Cleanup/Final. Final cleanup of entire Project.

Remove all trash interior and exterior. Mow yard, power wash vinyl. Extermination must be done

1 SF

TOTAL