



IMPORTANT INFORMATION

Preparing for Your New Roof Installation Owner's Responsibilities and Contractor Provisions

Thank you for trusting Anthony C. Leonard Roofing with the installation of your new roof! Replacing a roof is **major construction** and there are several things to be aware of when preparing for the project. We strive to make the experience a positive one, but it is a shared responsibility between a contractor and property owner to ensure the process proceeds without issues or delays. Outlined below are items that may apply to your project.

Permitting: Anthony C. Leonard Roofing (contractor) handles all Permitting and Inspections. A Notice of Commencement (NOC) form signed by the property owner is required as part of the Building Permit process. This form (provided by our office) must be signed, notarized and returned to our office. We are happy to offer free notary service by appointment.

HOA Approval: Where applicable, it is the responsibility of the property owner to ensure HOA Approval is granted prior to project commencement. Anthony C. Leonard Roofing will provide any documents requested to support efficient HOA Approval.

Scheduling: Anthony C. Leonard Roofing may provide an approximate timeframe for commencement of each project and will work to meet the target date. However, contractor is not liable for schedule delays due to material shortages, acts of nature, or scheduling/material changes requested by property owner. Property owner will be provided as much advance notice as possible, typically 24-48 hours prior to start.

Property Access for Equipment/Materials: Property owner will provide access to the job site for stationing of equipment trailers and materials delivery; and agrees to provide access to water and electricity on site. The property owner is responsible to inform the contractor of septic fields, wellheads, or other areas that could be impacted by heavy equipment. Contractor will take all possible precautions to protect such areas, including driveways and sidewalk surfaces and determine best roof loading strategies. Contractor is not liable for damage to driveways, sidewalks or lawns due to the weight of materials and equipment.

Vehicles, Boats, RV's, etc.: Property owner is responsible for moving vehicles, boats, RV's, etc. away from the construction area to make room for the crews to safely navigate equipment and supplies around property. Vehicles required for daily driving should be located safely offsite, outside of the garage/carport, as access may be blocked by equipment.

Outdoor Furniture, Decorations, Grills, Potted Plants: Property owner is responsible for moving any outdoor items that have particular value or are sensitive in nature. Contractor will move and/or cover outdoor items whenever reasonable, but is not liable for unavoidable damage to landscaping under the roof line.

Solar Panels, Antennas and Satellite Dishes: Contractor will remove and dispose of unwanted solar panels and other roof mounted items at no charge. The property owner must notify contractor if they wish to keep existing solar panels and must coordinate the removal/reinstall of any roof mounted equipment to remain.

Pets and Children: During roof construction, debris will be coming from your roof. It is the responsibility of the property owner to keep pets and children safely inside, or make arrangements for them to be away from home so they will not become stressed by the noise above.

Personal Items: Indoor personal items typically require no special preparations, however, it is recommended that artwork and valuables mounted on walls or shelving be moved to a safe location until construction is completed. Valuable items stored in the attic should be moved or covered to prevent the unlikely event of damage due to dust or debris. Contractor is not responsible for attic debris generated by construction.

Overhead Plumbing: If your house has plumbing through your attic, please ensure that the lines are installed a minimum 2" distance from the roof decking to avoid puncture during the reroof process. Contractor is not responsible for damage due to improper installation of plumbing lines.

Additional Labor & Materials: The property owner is responsible for additional labor and materials associated with required woodwork and/or stucco and paint repairs. Property owner acknowledges there could be additional costs associated with replacing rotted wood and flashing as necessary. Until the old roofing material is removed, the amount of rotted wood present is impossible to predict. Any compromised flashing or rotted, soft or wet wood discovered during your project will be replaced. This is required by the Florida Building Code, and is necessary to ensure the proper installation of new roofing materials. The wood sheeting will be inspected to ensure it is correctly installed. A detailed copy of the wood bill is available upon request.

Project Phases & Clean-Up: There will be several phases to your roofing project, including 1) materials delivery, site preparation and removal of old roofing material, 2) installation of underlayment materials (roof dry-in), 3) delivery and installation of new roofing materials, and 4) site clean-up upon completion. As this is a major construction project, there will be construction debris and potential hazards on site *until* the clean-up phase is complete. We ask that you refrain from attempting clean-up on your own, and contact our office with concerns only after your project has been fully completed. For optimal clean-up, ideally lawn areas are mowed and trimmed before construction begins. Tall grass and untrimmed areas can make it difficult for construction magnets to pick-up nails and other debris that may be present. If you observe debris and believe another clean-up visit is necessary, please contact our office to request a visit from the project manager. Contractor is not liable for injury, flat tires or damage to lawn equipment if the construction area is accessed prior to final clean-up.

Inspections: Roof replacement projects require multiple county/city inspections as the project progresses; the crew may leave the project site while waiting for inspection, but they will return as soon as they are able to proceed with work. Please keep the posted Permit package available to the inspector at all times. Once your final inspection is complete, you may remove the permit package. We recommend keeping the permit for your files, or taking a photo for your records.

Wind Mitigation Inspection: A Wind Mitigation Inspection is included with your project, and will be ordered from a licensed and certified inspector once your invoice is paid in full.

Payment: PAYMENT DUE UPON COMPLETION. No deposit is required unless specifically stated. Projects are invoiced upon substantial completion, no exceptions. Properties with multiple contracts will be invoiced separately in accordance with work completed per contract. Contracted aluminum projects will not be scheduled until payment is received for prior invoices. We work directly with homeowners and do not work with or negotiate with insurance companies for payment. **Cancellation** is subject to a \$350 administrative fee, plus any additional costs incurred. Reasonable **retainage** may be approved of up to 2% of contract price for punch list items. Warranties will not be registered on projects with a balance 30 days past due, and an additional late fee of **3% per month** will be assessed. Balances outstanding past 60 days are subject to the Florida lien process.

By signing below, I attest that I have read and understood the provisions of my contract(s) with Anthony C. Leonard Roofing, and that I have read and understood the information outlined in the New Roof Checklist provided to me.

Customer Signature: _____ Date: _____

Printed Name: _____

As a third generation family-owned business, we sincerely value our customers and will work tirelessly to ensure your satisfaction. A new roof is a major project and communication is key. If you have questions or concerns during your project, please contact us!