

Homeowner: _____

Street Address: _____

City/State/ZIP _____

FULFILLMENT CHECKLIST / TAKE OFF SHEET

GROUND PHOTOS & INFO

- ☐ 1. House numbers (photo)
- ☐ 2. Front elevation full view (photo)
- ☐ 3. Front of house: (photos showing all penetrations) Wraps ____ Shutters ____ Light Block ____ Electrical Box ____ Mail Box ____ Dryer Vent ____ Gable Vent ____ Water outlet ____
- ☐ 4. Left elevation full view (photo)
- ☐ 5. Left elevation: (photos showing all penetrations) Wraps ____ Shutters ____ Light Block ____ Electrical Box ____ Mail Box ____ Dryer Vent ____ Gable Vent ____ Water outlet ____
- ☐ 6. Rear elevation full view (photo)
- ☐ 7. Rear elevation: (photos showing all penetrations) Wraps ____ Shutters ____ Light Block ____ Electrical Box ____ Mail Box ____ Dryer Vent ____ Gable Vent ____ Water outlet ____
- ☐ 8. Right elevation full view (photo)
- ☐ 9. Right elevation: (photos showing all penetrations) Wraps ____ Shutters ____ Light Block ____ Electrical Box ____ Mail Box ____ Dryer Vent ____ Gable Vent ____ Water outlet ____
- ☐ 10. Soffit to wall (photo)
- ☐ 11. Siding (photo & Info): Vinyl ____ Aluminum ____ Cement Fiber ____ Cedar (Wood) ____ Hardboard composite ____ Asbestos ____

LADDER PHOTOS & INFO

- ☐ 1. Size: 5" ____ 6" ____ (1 photo with tape for 1-3)
- ☐ 2. Attachment: Hangers ____ T – Bar ____ Angled fascia ____ Gangway (LF) ____
- ☐ 3. Gutter screen: Standard guards ____ Leaf proof ____ Helmet ____ Leaf relief ____ Leaf guard ____
- ☐ 4. Type: Aluminum ____ Steel ____ Copper ____ Half round ____ Plastic ____ (Information only)
- ☐ 5. Shingle layers (photo)
- ☐ 6. Spaced decking (photo)
- ☐ 7. Drip edge or gutter apron (photo of both drip on rake & on eave)
- ☐ 8. Ice and Water Shield (photo)
- ☐ 9. Shingle grade – Use HAGG Key (photo)
- ☐ 10. Roof Pitch (photo with measurement)
- ☐ 11. Overhang (Soffit) measurement (with tape measure in photo)
- ☐ 12. Soffit Vents (Type/Size) (photo)

ON ROOF PHOTOS & INFO

- ☐ 1. Slope (overview's of each slope) (photo)
- ☐ 2. Type of venting (photo & count) Turtle vents ____ Box vents (750's) ____ Turbines ____ Bath Vents / Broan ____ Power Vents ____ Ridge Vent ____
- ☐ 3. Plumbing stacks: (photo showing damage to flashing around boot vent) lead boots/size ____ () lead boots/size ____ () Adjustable 1"-3" ____ () Adjustable 3"-4" ____ ()
- ☐ 4. Ridge cap (photo): High definition ____ Hip and ridge ____ 3 tab ____
- ☐ 5. Valley Style (photo): wrap and cut ____ w – regular ____ w – copper ____ weave ____
- ☐ 6. Roof to wall flashing (multiple photos)
- ☐ 7. Chimney flashing & Chimney Cricket (photo)
- ☐ 8. Furnace cap (photo)
- ☐ 9. Satellite dish (photo)
- ☐ 10. Electric mast (photo)
- ☐ 11. Skylights (photo with tape & measurements)
- ☐ 12. **Photos of any other penetrations & accessories**

DETACHED STRUCTURES

- ☐ 1. Photos of all elevations & roof
- ☐ 2. Description of roofing accessories

MISCELLANEOUS