



818 S. FLORES ST. ① SAN ANTONIO, TEXAS 78204 ① [www.saha.org](http://www.saha.org)

Procurement Department

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## **REQUEST FOR QUOTATIONS**

**For**

**Clean, Paint, and Minor Repair Services**

**For**

**HOUSING AUTHORITY OF THE  
CITY OF SAN ANTONIO, TEXAS  
AND  
AFFILIATED ENTITIES**

**RFQ #: 1008-910-99-3304**

**Closes September 3, 2010 @ 11:00 AM**

Prepared by:

**Department of Procurement**  
of the  
San Antonio Housing Authority  
818 South Flores Street  
San Antonio, Texas 78204

President and CEO..... Lourdes Castro Ramirez

August 2010

**Request for Quotes 1008-910-99-3304**

- 1.0 SAN ANTONIO HOUSING AUTHORITY (SAHA) CONTACT:** All questions pertaining to this quotation shall be addressed to Daniel Gines, Purchasing Agent, telephone 210-477-6172, fax 210-477-6167 or e-mail at [daniel\\_gines@saha.org](mailto:daniel_gines@saha.org).
- 2.0 APPLICABILITY:** By submitting a quote (hereinafter referred to as "bid") to SAHA, the firm or individual doing so (hereinafter, "the bidder") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction*, HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007, and SAHA General Terms and Conditions and HUD prevailing wage decision. These documents may be obtained by contacting Daniel Gines, Purchasing Agent, telephone 210-477-6172, fax 210-477-6167 or e-mail at [daniel\\_gines@saha.org](mailto:daniel_gines@saha.org).
- 3.0 SAHA's RESERVATION OF RIGHTS:** SAHA reserves the right to:
  - 3.1** Reject any or all bids, to waive any informalities in the Solicitation process, or to terminate the Solicitation process at any time, if deemed by SAHA to be in the best interest of SAHA.
  - 3.2** Terminate a contract awarded pursuant to this Solicitation at any time for its convenience upon delivery of a 14-day written notice to the apparent or successful bidder.
  - 3.3** Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this Solicitation.
  - 3.4** Reject and not consider any bid that does not, in the opinion of SAHA, meet the requirements of this Solicitation, including but not necessarily limited to incomplete bids and/or bids offering alternate (not including "or equal" items) or non-requested items or services.
  - 3.5** SAHA reserves the right to:
    - 3.5.1** To make an award to the same bidder (aggregate) for all items; or,
    - 3.5.2** To make an award to multiple bidders for the same or different items.
- 4.0 BIDDER'S RESPONSIBILITY:** Each bidder must carefully review and comply with all instructions provided herein, or provided within any named attachments.

- 5.0 DEADLINE:** Each bidder shall submit his/her proposed costs, prior to the posted deadline, where provided herein. Whereas this is an informal solicitation process, SAHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of SAHA, it is in the best interests of SAHA.
- 6.0 HOLD PRICES/NON-ESCALATION:** By submitting a bid, each bidder thereby agrees to "hold" or not increase the proposed bid prices for a minimum period of sixty (60) days with no escalation. Quantities listed in this Solicitation are for the purpose of determining best pricing per line item.
- 7.0 PURCHASE ORDER (PO):** SAHA will procure the applicable goods or services by issuance of a PO. PO's will be issued on an as-needed basis only. By submitting a bid, the successful bidder thereby agrees to confirm receipt of the PO in the manner directed by SAHA.
- 8.0 AWARD CRITERIA:** If an award is completed pursuant to this Solicitation, and unless otherwise instructed by SAHA, an award shall be made to the responsive and responsible contractor that submits the best value to SAHA using price and other factors listed below.
- Past Experience  
Cost  
Past Performance
- 9.0 BID COSTS:** There shall be no obligation for SAHA to compensate any bidder or prospective bidder for any costs that he/she may incur in responding to this Solicitation.
- 10.0 ASSIGNMENT OF PERSONNEL:** SAHA retains the right to demand and receive a change in personnel assigned by the successful bidder to provide services to SAHA if SAHA believes that such change is in the best interest of SAHA and the completion of the work or provision of the items.
- 11.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this Solicitation (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of SAHA. Any purported assignment of interest or delegation of duty, without the prior written consent of SAHA shall be void and may result in the cancellation of the PO or contract with SAHA.
- 12.0 LICENSING REQUIREMENTS:** By submitting a bid the successful bidder thereby certifies that he/she possess and will, prior to issuance of a PO by SAHA, present to SAHA, proof and/or certification of the following:

- 12.1 If applicable, local business license or permit issued by the City of San Antonio.**
- 12.2 If applicable, a copy of the bidder's license issued by the State of Texas licensing authority allowing the bidder to provide the services or products as detailed herein.**

**13.0 SPECIFICATIONS /SCOPE OF WORK FOR THIS SOLICITATION:**

- 13.1 SAHA is seeking independent contractors for Clean, Paint, and Minor Repair Services as specified in the scope of work in attachment C. The Contractor shall perform all work to the specifications and standards as prescribed in this request for quotes.  
Attachment A- HUD Wage Decision.  
Attachment B- Technical Specifications.  
Attachment C- Scopes of Work.  
Attachment D- W-9 Form.**
- 13.2 Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this request for quotes.**
- 13.3 Upon completion of the work, Contractor(s) shall clean the area where the work was performed and Contractor shall remove any waste and debris generated by the work under this request for quotes and dispose of off-site. At no time, will Contractor discard waste or debris into any SAHA Refuse container.**
- 13.4 Contractor(s) shall practice acceptable safety precautions, follow industry safety standards, and use only industry approved safety equipment in the performance of all duties. Contractor shall maintain at all times all equipment in proper and safe operating condition in accordance with the manufacturer's specifications. Contractor must be cognizant of safety at all times and take necessary safety precautions, so as to not cause harm to any persons or property while performing services under this request for quotes. Contractor(s) shall exercise extreme caution around pedestrians and parked cars.**
- 13.5 SAHA shall retain salvage rights on any replaced equipment. However if the replaced equipment is of no value to SAHA, it will be the responsibility of the Contractor to dispose of the equipment.**
- 13.6 Contractor shall pay all of its employees, including any and all approved subcontractors, the prevailing wage for maintenance as determined by the United States Department of Labor and the United States Department of**

**Housing and Urban Development. Wages have been included as attachment A.**

- 13.7 Contractor(s) must provide supervision and other items, at Contractor's own expense, to include but not limited to: all equipment, labor, cleaning supplies, bleach, chrome polish, oven cleaner, glass cleaner, floor stripper and wax, non abrasive bathroom cleaners, tools, etc. necessary to perform all of the required services under this request for quotes. SAHA will furnish all building materials and supplies (such as paint, texture, caulking, flooring, doors, appliances, etc.) with the exception of cleaning supplies.**
- 13.8 Contractor shall have work crews, qualified by training and experience, and licensed to perform the work required. Contractor shall have adequate staff to insure make ready units are completed to include punch list items within three (3) calendar days of purchase order.**
- 13.9 Contractor shall perform criminal history checks and drug screening tests on all prospective employees performing work under this request for quotes and provide summaries of the results to SAHA CA if requested. Prospective employees whose criminal history check discloses a misdemeanor or felony involving crimes of moral turpitude, sexual offenses or harm to persons or property shall not be employed to perform work under this request for quotes. Contractor(s) is required to perform drug screening of all employees and to ensure acceptable test results. Criminal history and drug screening checks will be completed at the sole expense of the Contractor. Any employee of the Contractor suspected of being under the influence of drugs and/or alcohol will be reported to the SAHA's Security Department and/or other local law enforcement. If the employee is determined to be under the influence of drugs or alcohol in any form or manner, or believed by proper authority to be dealing in the illicit sale of alcohol or drugs they will be removed and shall not be allowed to return to any job site on SAHA property.**
- 13.10 Contractor shall provide ID badges and uniforms for all employees working on SAHA's properties. No employee will be allowed on SAHA's properties without his/her ID badge and uniform on his/her person. Contractor must submit to SAHA's Procurement Department a sample of his/her ID badge if requested. Contractor(s) is to report personnel changes to SAHA CA as they occur and prior to the person reporting to SAHA's property.**
- 13.11 Contactor(s) shall use reasonable care to clearly mark all work areas that might reasonably be expected to endanger the health and safety of residents, guests, or any other persons. Contractor will provide at their own expense such signs, markers and barricades as required to identify all work areas and minimize inherent dangers.**

- 13.12 Prior to commencing work, Contractor shall receive a purchase order.**
- 13.13 Physical Security:** Contractor shall be responsible for safeguarding all SAHA property provided for Contractor use. At the close of each workday, SAHA facilities, property and materials shall be inspected and secured. The Contractor shall establish and implement methods of ensuring that all keys issued to the Contractor by SAHA employees are not lost or misplaced and are not used by unauthorized persons. No keys issued to the Contractor by SAHA shall be duplicated. If the Contractor loses the keys to the lock, SAHA will replace the lock and bill the Contractor for the cost to replace the locks.
- 13.14 Environmental Control:** The Contractor shall be knowledgeable of and comply with all applicable Federal, State, and Local laws, regulations, and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this request for quotes, the Contractor is required to comply as such laws come into effect. If Contractor subjects SAHA to any environmental issue, he shall notify Property Manager immediately.
- 13.15 Notification of Environmental Spills:** If the Contractor spills or releases any substance mark as hazardous into the environment, the Contractor or its agent shall immediately report the incident to the Maintenance Operations Service Call Desk at 477-6800. The liability for the clean up of spill or release of such substances rests solely with the Contractor and its agent.
- 13.16 Make Ready Start Date:** The Contractor shall start the make ready no later than the very next day after being provided with a purchase order and must complete the unit within three (3) calendar days to include weekends and holidays unless other arrangements are made. The Contractor must have the equipment and manpower capability in order to complete at once all make ready units that are assigned. Once the purchase order is issued to the Contractor, the three (3) day turn around time applies to the entire group of make readies. This is including completing punch list and final inspection. If Contractor fails to complete the scope of work to include all punch list items within three (3) calendar days, SAHA may assess liquidated damages at a rate of \$50.00 dollars a day per unit.
- 13.17 Make Ready Acceptance:** After the Property Staff has identified unsatisfactory or incomplete discrepancies as per the scope of work, they will provide Contractor with punch list of items to be corrected. The Contractor shall notify the Maintenance Supervisor when the unit is ready for inspection. Inspections shall be scheduled no later than 4:00 p.m. daily, in order to be accepted within the specified time allowed. Property Staff will walk the unit with the Contractor to verify that the items on the punch list have been completed no later than the very next day when notified by

**Contractor that the unit is ready. Contractor shall not invoice SAHA until punch list is completed and signed off by Property Staff.**

**13.18 Green Initiatives: The Contractor is encouraged to investigate and offer alternatives for cleaning supplies and materials that would increase the “green” or environmental efficiency of the project.**

**13.19 Responses may be hand delivered to:**

**San Antonio Housing Authority,  
attn. Daniel Gines, Purchasing Agent  
818 S. Flores, San Antonio, TX 78204.**

**Faxed to: Attn. Daniel Gines at 210-477-6167  
Emailed to: [daniel\\_gines@saha.org](mailto:daniel_gines@saha.org).**

**13.20 Contractor shall provide completed W-9 form and insurance certificate at the time of bid submittal. The insurance certificate shall meet our insurance requirements as stated in section 14.0 below.**

**14.0 INSURANCE: The following table details the standard liability policies with the required limits and waivers of subrogation required by SAHA of all contractors performing work on SAHA property.**

Business Automobile Liability	Required Limits
SAHA and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle to do work on SAHA properties.	\$500,000 combined sin limit, per occurrence
Workers Compensation and Employer's Liability	Required Limits
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than one person. A Waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy.  SAHA and its affiliates must be a Certificate Holder.	Statutory \$500,000
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at SAHA properties. SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate

- 15.0 Invoicing:** Invoices shall be sent to: San Antonio Housing Authority, Accounts Payable, P.O. Box 830428, San Antonio, TX 78283-0428 or may be e-mailed to [AccountsPayable@saha.org](mailto:AccountsPayable@saha.org). Contractor shall invoice SAHA within 60 days after the delivery of the goods or service. If contractor fails to invoice within 60 days SAHA reserves the right to not pay the invoice.
- 16.0 WARRANTY:** All services and goods provided pursuant to this RFQ and the resulting contract shall be covered by the most favorable commercial warranties given to any customer for same or similar supplies or services, but in any event such goods and services shall be warranted for at least a period of one (1) year.
- 17.0 Fair Labor Standards Act:** Both parties hereby agree to comply with the provisions of the Fair Labor Standards Act (29 U.S.C. 201, et seq).

**Quote Form**  
**RFQ Closes on September 3, 2010 at 11:00AM**

1) 210 Ira Aldridge (Wheatley Courts)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Floor Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
2) 1326 N. Gevers (Wheatley Courts)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
3) 845 Arthur (Wheatley Courts)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
4) 1310 N. Gevers (Wheatley Courts)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
5) 111 Ira Aldridge (Wheatley Courts)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
6) 418 Gabriel (Wheatley Courts)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
7) 1322 Hedges (Springview Apts)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ <u>N/A</u>
	Total Make Ready Cost	\$ _____
8) 1021 San Luis (Alazan-Apache)	Cleaning and Paint	\$ _____
	Additional Repairs	\$ _____
	Flooring Repairs	\$ _____
	Total Make Ready Cost	\$ _____

9) 1127 San Fernando (Alazan-Apache)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
10) 4026 San Luis (Mirasol Cottages)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
11) 406 Tulipan (Alazan-Apache)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ <u>N/A</u> \$ <u>N/A</u> \$ _____
12) 1105 Colima (Alazan-Apache)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ _____ \$ _____
13) 1149 Menchaca (Lincoln Courts)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
14) 1148 Menchaca (Lincoln Courts)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
15) 107 San Nicolas (Cassiano Homes)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ <u>N/A</u> \$ _____
16) 914 Angela (Cassiano Homes)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ _____ \$ _____
17) 1328 Saltillo (Cassiano Homes)	Cleaning and Paint Additional Repairs Flooring Repairs Total Make Ready Cost	\$ _____ \$ _____ \$ _____ \$ _____

<b>18) 1925 Slimp Way (Cassiano Homes)</b>	<b>Cleaning and Paint</b>	\$ _____
	<b>Additional Repairs</b>	\$ _____
	<b>Flooring Repairs</b>	\$ <u>N/A</u>
	<b>Total Make Ready Cost</b>	\$ _____
<b>19) 2241 W. Poplar (Lincoln Courts)</b>	<b>Cleaning and Paint</b>	\$ _____
	<b>Additional Repairs</b>	\$ _____
	<b>Flooring Repairs</b>	\$ <u>N/A</u>
	<b>Total Make Ready Cost</b>	\$ _____
<b>20) Parkview Apt. # 1406 (114 Hickman)</b>	<b>Cleaning and Paint</b>	\$ _____
	<b>Additional Repairs</b>	\$ <u>N/A</u>
	<b>Flooring Repairs</b>	\$ <u>N/A</u>
	<b>Total Make Ready Cost</b>	\$ _____
<b>21) Riverside Apt. # 201 (515 Riverside)</b>	<b>Cleaning and Paint</b>	\$ _____
	<b>Additional Repairs</b>	\$ _____
	<b>Flooring Repairs</b>	\$ <u>N/A</u>
	<b>Total Make Ready Cost</b>	\$ _____

**Sub-Contractors: Proposer shall identify his sub-contractors if any:**

a) \_\_\_\_\_

b) \_\_\_\_\_

Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such bid is genuine and not collusive and that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the SAHA or any person interested in the proposed contract; and that all statements in said bid are true. **Initials** \_\_\_\_\_

In performing this contract, the contractor(s) shall comply with any and all applicable federal, state or local laws including but not limited to: Occupational Safety & Health, Equal Employment Opportunity, Immigration and Naturalization, The Americans with Disabilities Act, State Tax and Insurance Law, and the Fair Housing Act. **Initials** \_\_\_\_\_

In submitting this bid, it is understood if written notice of the acceptance of this bid is mailed, e-mailed, or delivered to the undersigned within sixty (60) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver the products and/or services described herein. By signature hereon the bidder certifies he has the right and authority to bind the company.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Signature) (Printed name and title)

\_\_\_\_\_  
(Business address,)

\_\_\_\_\_  
(Phone) (E-mail)

# **ATTACHMENT A HUD WAGE DECISION**

<b>Maintenance Wage Rate Determination</b>	<b>U.S. Department of Housing and Urban Development Office of Labor Relations</b>	<b>HUD FORM 52158 (06/2006)</b>
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<b>Agency Name:</b>  <b>San Antonio Housing Authority</b>	<b>LR 2000 Agency ID No:</b>  <b>TX006A</b>	<b>Wage Decision Type:</b> <input checked="" type="checkbox"/> Routine Maintenance <input type="checkbox"/> Nonroutine Maintenance
	<b>Effective Date:</b>  <b>7/1/2010</b>	<b>Expiration Date:</b>  <b>6/30/2011</b>

The following wage rate determination is made pursuant to Section 12(a) of the U.S. Housing Act of 1937, as amended, (public housing agencies), or pursuant to Section 104(b) of the Native American Housing Assistance and Self-determination Act of 1996, as amended, (Indian housing agencies). The agency and its contractors may pay to maintenance laborers and mechanics no less than the wage rate(s) indicated for the type of work they actually perform.

*Karen Clark*  
**Karen Clark, Labor Relations Specialist** **Date** **3/24/10**

HUD Labor Relations  
(Name, Title, Signature)

WORK CLASSIFICATION(S)	HOURLY WAGE RATES	
	BASIC WAGE	FRINGE BENEFIT(S) (if any)
Broiler Mechanic	\$15.35	\$4.61
Carpenter	\$14.20	\$4.26
Construction Inspector	\$15.35	\$4.61
Custodian Lead	\$10.09	\$3.03
Custodian	\$9.36	\$2.81
Electrician	\$15.35	\$4.61
HQ Inspector	\$13.16	\$3.94
HVAC Mechanic	\$15.35	\$4.61
Plumber	\$14.80	\$5.03
Maintenance Tech	\$10.95	\$3.28
Landscaper	\$10.95	\$3.65

	<b>FOR HUD USE ONLY</b> <b>LR2000:</b> <b>Log in: OMW5411</b>
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## ATTACHMENT B TECHNICAL SPECIFICATIONS

### UNIT MAKE READY SERVICES

The Contractor will furnish all labor, tools, paint brushes, paint rollers, drop cloths, cleaning materials, supplies, transportation, equipment, and supervision of contractor employees (regardless of full time, temp or other) as required to complete unit make ready tasks/functions at the various multi-family and senior residential developments, high-rises and single-family developments.

Prior to commencement of the make-ready, the Authority will furnish all building materials and supplies (such as cabinets, paint, texture, caulking, flooring, windows, doors, door jambs, appliances, etc.).

Basic Make-Ready work will consist of items listed below:

- “A” Cleaning
- “B” Painting
- “C” Cleanup

The make ready scope of work will document and list all items in need of repair or replacement during the completion of the make ready. Scope of work will include Interior and exterior of apartments, residential homes, additional spaces, porches, steps, carports, exterior storage structures, and/or garages attached or detached to include yards, gates, and fences.

**\* Note: Prior to commencing with the make-ready, property management will notify the contractor of any hazardous materials (such as lead and/or asbestos).**

#### A. CLEANING:

- ❑ As applicable, remove and dispose of any items or debris abandoned in the apartment. Dispose of these materials to an approved offsite location.
- ❑ Hazardous materials shall be restricted to the use of appropriate containers and disposed of in a proper and legal manner to an approved offsite location. This is the sole responsibility of the contractor.
- ❑ Range/Ovens: Remove all loose or burned on food particles, grease and old dirt from accessible surfaces. Grease and particles shall be cleaned from walls, floors and under range. All loose parts such as drip pans, oven bottoms and broiler pans are removed and cleaned or replaced if directed by Housing Authority staff.
- ❑ Exhaust Fans, Vent-a-hoods and microwaves shall be free of grease and have a clean filter installed.
- ❑ Refrigerator is defrosted, cleaned and dried. Ice trays are cleaned and dried. Door seals (particularly accordion folds) are cleaned. Drip pan is emptied and cleaned. Dust is removed from rear coils.

- ❑ Dishwasher food particles, grease, and stains are removed. All surfaces, float and rubber seals are cleaned. Scum and hard water deposits on interior bottom of door and heating element is removed.
- ❑ Garbage disposal rubber collar is cleaned and disposal shall be free of debris.
- ❑ Counter Top shall be thoroughly cleaned and stains removed
- ❑ Bathrooms non-abrasive cleaners shall be used to remove soap scum, mildew and calcium deposits from tub, commode, shower, sink and ceramic tile. Mirror, medicine cabinet, counter, vanity, exhaust fan, grill and all other surfaces shall be cleaned.
- ❑ Light fixtures, Venetian blinds, shades, mini- blinds shall be free of fingerprints, marks and dust.
- ❑ Cabinets/drawers interior and exterior, doors, drawers and hinges shall be cleaned and free of debris.
- ❑ Carports, storage rooms, patios, porches and walks shall be free of debris, dirt, cobwebs, etc. Excessive oil and grease must be removed from floor areas and all areas must be swept.

## **B. PAINTING**

Contractors performing renovation, repair and painting projects that disturb lead- based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination.

This includes, but is not limited to:

- 1) Contain the work area.
- 2) Minimize dust.
- 3) Clean up thoroughly.

Contractors must provide to SAHA and tenants a copy of the EPA pamphlet *“Renovate Right: Important Lead Hazard Information for Families, Childcare Providers and Schools,”* before the renovations start. Federal law requires this in housing, child-care facilities and schools built before 1978 and when renovating six square feet or more of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects. For a copy of this pamphlet go to

[www.epa.gov/lead/pubs/renovaterightbrochure.pdf](http://www.epa.gov/lead/pubs/renovaterightbrochure.pdf)

All painted surfaces will be repainted to provide a uniform finish. Work shall be performed in accordance with the manufacturers recommendations. The contractor will be responsible for correcting at his/her expense any work not accepted by SAHA staff.

Materials provided will be used for their intended purpose only (i.e. interior paint for interior surfaces and exterior paint for exterior surfaces, etc.).

NOTE: The Housing Authority will provide products required to perform the following tasks. There will be no substitutions unless approved in writing by Authority staff.

## **PAINT & PRIMER, INTERIOR & EXTERIOR:**

- ❑ Scrape off all flaking and/or loose paint from ceiling, walls and trim, interior and exterior doors, and exterior windowsill surfaces. Where chipped paint exists, sanding will be performed by use of various grades of sandpaper to featheredge chipped areas to allow a smooth flow of paint and prevent further chipping.
- ❑ All nails, screws, brackets, debris etc., shall be removed. All holes in the walls, ceilings, doors, trim, etc. as well as cracks, will be properly filled, floated or caulked flush with existing surfaces. Finish will match all other existing finish work.
- ❑ All bare wood shall receive a thorough primer coat prior to the application of any finished coats of paint. Under no circumstances shall a finished coat product be used as a suitable substitute for a primer product manufactured solely for that purpose.
- ❑ New doors shall be properly primed on all six (6) sides before final paint is applied.
- ❑ The contractor shall insure sufficient drying time between primer and subsequent finished coats, as recommended by the manufacturer of the product.
- ❑ Appropriate texture and primer products will be used where repairs are made on ceilings, walls, siding or trim work.
- ❑ Areas where exposed grain or transparent finishes exist the contractor will be required to use putty or other fillers to match the existing color shade.
- ❑ On any loose, cracked or chipped filler materials, they shall be completely removed and redone prior to any application of primer or finished coat products.
- ❑ Unfinished walls and ceiling surfaces due to repairs will be textured with matching texture and painted (to include new and old patches and/or repairs).
- ❑ All old caulking material will be removed and replaced with new caulking around tubs, fixtures, countertops, and other surfaces as required.
- ❑ As applicable, in apartments with metal type window units, properly scrape and sand the metal prior to installing an oil base primer. Allow sufficient drying time prior to applying a finish coat of oil base gloss enamel paint.
- ❑ Sand, clean, and paint screens and entrance doors.
- ❑ All HVAC Registers (supply/return) vents shall be cleaned and free of rust, dust and debris. The contractor shall install new air filters and filter media with each make ready.
- ❑ All heating units will be cleaned inside and out as well as the face panels.
- ❑ All exhaust fans and heating fans located in restrooms will be cleaned and oiled.
- ❑ Kitchen vent hoods will be cleaned, free of paint, new vent filter installed with each make ready.

## **C. CLEAN UP:**

- ❑ Contractor will remove all debris from work site on a daily basis, with exception of items removed and approved for re-use. This will apply to all trades.
- ❑ The contractor shall remove all equipment and debris from the exterior grounds and will not leave cleanup tools or any other equipment on any grass areas. Residual buildup on yard surfaces, sidewalks or streets is strictly prohibited.
- ❑ Cleanup of non-hazardous materials from the units will be disposed of offsite.
- ❑ Hazardous materials shall be restricted to the use of appropriate containers and disposed of in a proper and legal manner to an approved offsite location. This is the sole responsibility of the contractor.

- ❑ Any damages caused by the contractor shall be restored to its original condition at the contractor's own expense.
- ❑ All floors, cabinets, fixtures etc. that require cleaning as a result of repairs made, shall be cleaned off, leaving the apartment ready for occupancy
- ❑ In accordance with the manufacturers recommendations all tile floors, whether repaired or not, shall be properly and thoroughly cleaned and free from any old wax, dirt or stains, and shall receive a coat of non-buffing, non- yellowing clear wax, (e.g. future liquid) leaving the apartment ready for occupancy.
- ❑ As applicable, all cabinets shall receive a light coat of furniture oil, (e.g.) Old English scratch coat, and wiped down free of any heavy oil residue, prior to walk through inspection and acceptance between the contractor and the Housing Authority staff.
- ❑ Under no circumstances, will contractor deposit any debris, not associated with the make ready work, in or around the San Antonio Housing Authority project dumpsters.
- ❑ All plumbing fixtures, commodes, lavatories, bathtubs, including kitchen sinks, countertops, etc. shall be thoroughly cleaned, free of any stains. Chrome fixtures shall be free of any stains and receive a coat of chrome polish. Areas where acid is used for the cleaning of fixtures, contractor shall insure proper and timely neutralization of the acid to eliminate any permanent stains on chrome or other surfaces. All pipe escutcheons will be installed properly and free of paint. Any items damaged due to contractor employee negligence, shall be replaced at the contractor's expense.
- ❑ All ceramic wall and floor tiles shall be thoroughly cleaned free of any soap scum, mildew stains, or other grime. Wall tile shall have a smooth glossy appearance.
- ❑ All apartment windows and screens shall be thoroughly washed inside and out.
- ❑ The contractor shall install spring type doorstops (door bumpers) behind all doors.
- ❑ Exterior walls shall be cleaned and free of graffiti. Porch area and sidewalk shall be power washed.

**Additional Repairs:**

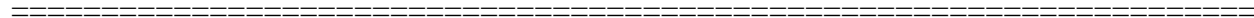
Additional repairs for Unit Make Ready Services are defined as those repairs on the scope of work other than clean, paint and flooring repairs.

**Floor Repairs:** Floor repairs are accomplished in conjunction with Make Ready Maintenance and must be on the original scope of work and purchase order. The Contractor shall replace damaged, worn, torn, stained etc. flooring (vinyl tile, sheet vinyl, etc.) when acceptable repairs cannot be made. Items such as commodes, door tracks, caulking and moldings shall be removed to facilitate work underneath.

# **ATTACHMENT C SCOPES OF WORK**

**SCOPE OF WORK for 210 Ira Aldridge 3-BR****8/23/2010**

<b>Location</b>			
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.		
	Dispose of junk items at front/back yards		
Interior	Paint/clean entire house/apartment		
	wall patch 48" x 36" under Washer box remove and replace sheetrock		
	Sand and Texture area		
W/H room			
Front door	Clean/paint		
Kitchen	Clean the dirty refrigerator, and dirty stove		
Hallway	Clean/paint		



Hallway bathroom			
Master bathroom			
Living room			
1 <sup>st</sup> bedroom			
2 <sup>nd</sup> bedroom			
3 <sup>rd</sup> bedroom			

**SCOPE OF WORK FOR 1326 N. Gevers 4-BR  
8/23/2010**

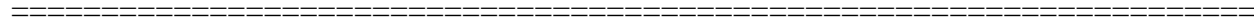
Location					
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.				
	Dispose of junk items at front/back yards				
Interior	Paint/clean entire house/apartment				
Front door	Clean/paint				
Kitchen	Clean the dirty refrigerator and dirty stove				
Laundry room	Clean/paint				
Hallway	Clean/paint				

Hallway bathroom					
Master bathroom	Replace hollow core door and passage knob.				
Living room	Replace hollow core door and passage knob.				
1 <sup>st</sup> bedroom	Replace hollow core door and passage knob.				
2 <sup>nd</sup> bedroom	Replace hollow core door and passage knob.				
3 <sup>rd</sup> bedroom	Replace hollow core door and passage knob.				

The majority of this scope of work consists of having the units:  
-Cleaned Out - to include the cleaning of appliances, bathrooms-tubs and floors.  
Unit is to be painted - complete unit. - Will require that all doors be painted to include the exterior wood and metal doors.

**SCOPE OF WORK FOR 845 Arthur 1-BR****8/23/2010**

<b>Location</b>					
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.				
	Dispose of junk items at front/back yards				
Interior	Paint/clean entire house/apartment				
Garage	Clean/paint				
W/H room	Clean/paint				
Storage room	Clean/paint				
Front door	Clean/paint				
A/C room	Clean/paint				
Kitchen	Clean the dirty refrigerator and dirty stove				
Laundry room	Clean/paint				
Hallway	Clean/paint				



Hallway bathroom					
Master bathroom					
Living room					
1 <sup>st</sup> bedroom					
2 <sup>nd</sup> bedroom					
3 <sup>rd</sup> bedroom					

**SCOPE OF WORK for 1310 N. GEVERS 4-BR****8/23/2010**

<b>Location</b>					
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.				
	Dispose of junk items at front/back yards				
Interior	Paint/clean entire house/apartment				
Garage	Clean/paint				
W/H room	Clean/paint				
Storage room	Clean/paint				
Front door	Clean/paint				
A/C room	Clean/paint				
Kitchen	Clean the dirty refrigerator and dirty stove				
Laundry room	Clean/paint				
Hallway	Clean/paint				

Hallway bathroom					
Master bathroom					
Living room					
1 <sup>st</sup> bedroom					
2 <sup>nd</sup> bedroom					
3 <sup>rd</sup> bedroom					

**SCOPE OF WORK FOR 111 Ira Aldridge 3-BR**

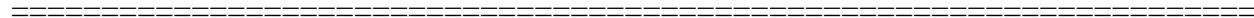
**8/23/2010**

Location					
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.				
	Dispose of junk items at front/back yards				
Interior	Paint/clean entire house/apartment				
Front door	Clean/paint				
Kitchen	Clean the dirty refrigerator and dirty stove				
	Replace 2 washer cut-offs				
Wash area	Replace sheetrock 2' x 2' damaged area				
Hallway	Clean/paint				
Hallway bathroom					

Master bathroom					
Living room					
	replace hollow core closet door				
1 <sup>st</sup> bedroom	Replace broken hollow core door				
2 <sup>nd</sup> bedroom	Replace missing hollow core door				
3 <sup>rd</sup> bedroom	Replace missing hollow core door				

<b>SCOPE OF WORK for 418 Gabriel 1-BR</b>	<b>8/23/2010</b>
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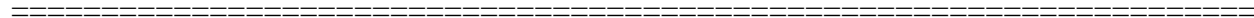
Location					
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.				
	Dispose of junk items at front/back yards				
Interior	Paint/clean entire house/apartment				
Garage	Clean/paint				
W/H room	Clean/paint				
Storage room	Clean/paint				
Front door	Clean/paint				
A/C room	Clean/paint				
Kitchen	Clean the dirty refrigerator and dirty stove				
Laundry room	Clean/paint				
Hallway	Clean/paint				



Hallway bathroom					
Master bathroom					
Living room					
1 <sup>st</sup> bedroom					
2 <sup>nd</sup> bedroom					
3 <sup>rd</sup> bedroom					

**SCOPE OF WORK FOR 1322 Hedges 2-BR****8/23/2010**

<b>Location</b>					
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.				
	Dispose of junk items at front/back yards				
Interior	Paint/clean entire house/apartment				
Garage	Clean/paint				
W/H room	Clean/paint				
Storage room	Clean/paint				
Front door	Clean/paint				
A/C room	Clean/paint				
Kitchen	Clean the dirty refrigerator, dishwasher and dirty stove				
Laundry room	Clean/paint				
Hallway	Clean/paint				



Hallway					
bathroom					
Master bathroom					
Living room					
1 <sup>st</sup> bedroom					
2 <sup>nd</sup> bedroom					
3 <sup>rd</sup> bedroom					

**SCOPE OF WORK FOR 1021 SAN LUIS 2-BR****8/24/2010**

<b>Location</b>	
Exterior	
Interior	Paint/clean entire apartment
	CLEAN /PAINT
Garage	
W/H room	
Storage room	Clean/paint
Front door	Clean/paint
Back door	Clean/paint
Side door	
A/C room	
Kitchen	Clean/paint
	Replace door stopper, clean appliances, clean vent-a-hood, Resurface counter top, replace balancers x2 resand & texture ceiling above kitchen cabinets 3x3 sq. ft.
Laundry room	Clean/paint
Hallway	Clean/paint
Hallway bathroom	Replace toilet seat, shower head, tub spout, soap dish, tooth brush holder, medicine cabinets re-caulk bathtub, lav/sink, and commode Resurface bathtub
Master bathroom	
Living room	Clean/paint
	Replace smoke alarms battery x 2 Replace 6pcs of VCT tiles
1 <sup>st</sup> bedroom	Clean/Paint
	Repair bathroom door loose on hinges, replace 2 door stopper
2 <sup>nd</sup> bedroom	Clean/Paint
	Replace door stopper x1
3 <sup>rd</sup> bedroom	

**SCOPE OF WORK FOR 1127 SAN FERNANDO 2-BR****8/24/2010**

<b>Location</b>	
Exterior	
Interior	Paint/clean entire apartment
	CLEAN /PAINT
Garage	
W/H room	
Storage room	Clean/paint
Front door	Clean/paint
Back door	Clean/paint
Side door	
A/C room	
Kitchen	Clean/paint
	Clean appliances, replace vent-a-hood, paint cabinets, replace GFI left side counter
Laundry room	Clean/paint
Hallway	Clean/paint
Hallway bathroom	Replace toilet seat shower head, soap dish, toothbrush holder, toilet tissue holder, towel bar, medicine cabinet, and door stopper recaulk bathtub, lav, and commode
Master bathroom	
Living room	Clean/paint
	Replace door stopper replace battery on smoke alarms
1 <sup>st</sup> bedroom	Clean/Paint
	Replace 3 outlet plates repair closet door loose 2 door stoppers
2 <sup>nd</sup> bedroom	Clean/Paint
	Replace door stopper, replace screen on window torn replace striker on door jamb

**SCOPE OF WORK FOR 4026 San Luis 2 BR****8/24/2010**

<b>Location</b>	
Exterior	Power wash the front and back concrete areas, walls, porch areas, etc.
	Dispose of junk and trash from front and back yards
	Replace front porch missing 1" X 8" X 5' trim board
Interior	Paint/clean entire apartment
W/H room	Clean/paint
Storage room	Clean/paint
Front door	Reinstall screen door kick plate
	Install missing door closer
Back door	Clean/paint
	Replace worn weather strip
A/C room	Clean/paint
Kitchen	
	Sand/paint 22 LF of upper and lower cabinets (off white)
	Paint 10 LF of the lower cabinets bottom shelves
	Replace damaged 23" X 35" mini-blind
Laundry room	Replace missing globe light cover
	Replace the two missing 32" X 80" laundry bi-fold doors
Dining room	Replace the two missing 35" X 60" mini-blind
Hallway	Replace missing smoke detector
	Replace missing globe light cover
Hallway bathroom	Install/replace toilet seat (round) and showerhead
	Replace missing 34" X 80" door
	Replace damaged 23" X 35" mini-blind
Living room	Replace missing light fixture
	Replace missing globe light cover
	Repair one inch hole on wall
1 <sup>st</sup> bedroom	Replace damaged 35" X 60" mini-blind
	Replace missing light fixture
	Replace missing light fixture
	Replace missing window screen (32" X 33")
	Install hardware to the two bi-fold doors
	Repair the 5" and 6" holes on closet wall
	Install missing closet cloth rod
	Replace missing 34" X 80" door
Replace the damaged door frame	
2 <sup>nd</sup> bedroom	Replace missing light fixture
	Replace missing 34" X 80" door
	Replace missing 35" X 60" mini-blind
	Replace missing window screen (32" X 33")
	Replace missing outlet plate

**SCOPE OF WORK FOR 406 TULIPAN 2-BR****8/252010/**

<b>Location</b>	
Exterior	
Interior	Paint/clean entire apartment
	CLEAN /PAINT
Garage	
W/H room	
Storage room	Clean/paint
Front door	Clean/paint
Back door	Clean/paint
Side door	
A/C room	
Kitchen	
Laundry room	Clean/paint
Hallway	Clean/paint
Hallway bathroom	
Master bathroom	
Living room	Clean/paint
1 <sup>st</sup> bedroom	Clean/Paint
2 <sup>nd</sup> bedroom	Clean/Paint
3 <sup>rd</sup> bedroom	

**SCOPE OF WORK FOR 1105 COLIMA 3-BR****8/25/2010/**

<b>Location</b>	
Exterior	
Interior	Paint/clean entire apartment
	CLEAN /PAINT
	Need to Primer entire unit
Garage	
W/H room	
Storage room	Clean/paint
Front door	Clean/paint
Back door	Clean/paint
Side door	
A/C room	
Kitchen	Resurface kitchen counter top, clean appliances, paint cabinets inside and out
Laundry room	Clean/paint
Hallway	Clean/paint replace 6 pcs. floor VCT tiles
Hallway bathroom	Resurface bathtub, lav counter top, replace toilet seat, towel bar
Master bathroom	
Living room	Clean/paint
	Replace smoke alarms x2
1 <sup>st</sup> bedroom	Clean/Paint
	Replace 3 outlet plugs, 3 outlet plate, 1 light switch/1 switch plate, 1light fixture, sand doors, door jamb, replace door knob x 2, replace 9 pcs cove base (black), replace floor VCT tiles 120 sqft.
2 <sup>nd</sup> bedroom	Clean/Paint
3 <sup>rd</sup> bedroom	Rear bedroom replace 3pcs of cove base (loose)

**SCOPE OF WORK FOR 1149 Menchaca – Lincoln Heights Courts / 2-BR**  
**8/26/2010**

Location	
Exterior	Clean the front porch and back stairwell areas, walls, porch areas, etc.
Interior	Paint/clean entire house / apartment; including refrigerator & stove, (all pilots work on stove, & need to work after it is cleaned)
Garage	
W/H room	
Storage room	
Front door	Clean/paint
Back door	Clean/paint
Side door	
A/C room	
Kitchen	Paint 22 linear feet of kitchen cabinet same color as the walls, & seal lower cabinets @ crawl space – 11 linear feet Seal water lines & drain tubes @ walls for roach prevention Caulk all kitchen cabinets edges @ floor & walls
Laundry room	
Hallway	
Bathroom	Seal water lines & drain tubes @ walls for roach prevention. Remove & replace the caulking @ the toilet base, sink rim & tub edges to include floor tub edge
Living room	Replace lower window screen @ living room window
1 <sup>st</sup> bedroom	
2 <sup>nd</sup> bedroom	

**SCOPE OF WORK FOR 1148 Menchaca – Lincoln Heights Courts / 2-BR**  
**8/26/2010**

Location	
Exterior	Clean the front porch and back stairwell areas, walls, porch areas, etc.
Interior	<p>(HEAVY TRASH OUT)            Paint/clean the entire apartment; including refrigerator &amp; stove, (all pilots work on stove, &amp; need to work after it is cleaned)</p> <p>Ensure all doors close &amp; latch &amp; knobs are tight.            Ensure all screws are installed in door knobs, cover plates, door latches, etc.            Ensure all screws are removed on window screens that will not open, for fire egress</p> <p>Clean all lower reachable windows inside &amp; outside            Clean all paint off of thermostat, door knobs, cover plates, etc.</p>
Front door	Clean/paint
Back door	Clean/paint
Side door	
Wall Heater	Clean from top to bottom inside, but do not paint inside
Kitchen	<p>Reinstall 1 upper cabinet above refrigerator            Varnish 22 linear feet of kitchen cabinets, &amp; seal lower cabinets @ crawl space – 11 linear feet</p> <p>Seal water lines &amp; drain tubes @ walls for roach prevention            Caulk all kitchen cabinets edges @ floor &amp; walls</p>
Hallway	
Bathroom	<p>Remove old angle stops &amp; install new ones &amp; 2 supply lines            Seal water lines &amp; drain tubes @ walls for roach prevention.            Remove &amp; replace the caulking @ the toilet base, sink rim &amp; tub edges to include where floor meets tub edge</p>
Living room	Remove bees nest between window glass & screen
1 <sup>st</sup> bedroom	<p>Replace door – (use existing door knob)            Replace window glass – (use existing glass – it fell out – not broken)</p>
2 <sup>nd</sup> bedroom	<p>Replace door – (use existing door knob)</p>
3 <sup>rd</sup> bedroom	

**SCOPE OF WORK FOR 107 San Nicolas**  
**3-BR**  
**DATE - 8/26/2010**

Location	
Exterior	<b>Power wash the front and back concrete areas, walls, porch areas, etc.</b> Dispose of junk/trash items at front/back yards Install bulb & porch light cover in front Install bulb, and clean porch light globe in rear
Interior	<b>Paint/clean entire apartment</b>
Front door	Clean metal screens Replace peep hole Replace door stop
Back door	Clean metal screens Replace peep hole Replace door sweep Replace door stop
Kitchen	<p style="text-align: center;"><b>Clean the refrigerator, stove</b></p> Replace door stop Clean all outlet and switch plates Replace (2) light bulbs in fixture Replace (2) mini blinds
Laundry room	Replace (2) light bulbs in fixture Clean water heater Replace 6' quarter round at baseboard Replace (1) mini blind Repair trap door to plumbing in ceiling Repair wall damages
Hallway/Stairs	Replace (1) mini blind in stairs Replace both smoke alarm batteries Replace batteries in carbon monoxide alarm <b>PAINT STAIRS GRAY</b>
Bathroom	<p style="text-align: center;"><b>Remove all caulking from tub, and toilet and re-caulk</b></p> Replace (2) light bulbs in fixture Replace shower head Replace commode seat Replace popup assembly Replace tissue holder Replace door stop Replace mini blind
Living room	Clean all outlet and switch plates Replace (2) light bulbs in fixture Install heater cover, and clean grilles Replace thermostat Repair (2) screens in front windows Replace (4) mini blinds

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1 <sup>st</sup> bedroom	Replace outlet plate Replace light fixture Replace (2) light bulbs in fixture Replace door stop Replace broken window replace (2) mini blinds
2 <sup>nd</sup> bedroom	Replace outlet plate Replace door stop Repair bedroom door replace (2) mini blinds check window screen locks
3 <sup>rd</sup> bedroom	Replace (2) light bulbs in fixture Replace door stop Repair bedroom door replace (3) mini blinds check window screen locks

**SCOPE OF WORK FOR 914 Angela – Unit CA0145**  
**3-BR**  
**DATE - 8/26/2010**

Location	
Exterior	<b>Power wash the front and back concrete areas, walls, porch areas, etc.</b>
	<b>Dispose of junk/trash items at front/back yards</b> Replace (2) Exterior light fixtures
Interior	Paint/clean entire apartment
Front door	Clean metal screens, repair front wood door Replace peephole Replace weatherstripping Replace door stop Replace passage knob
Back door	Replace screen panels in back door Replace peephole Replace weatherstripping Replace door stop Replace passage knob
Kitchen	<b>Clean the refrigerator, and stove</b> Replace Door stop Replace closet door Replace broken outlet plate Replace (2) fluorescent bulbs Replace (2) 36x60 Mini blinds
Laundry room	Clean light fixture Clean water heater Replace (2) light bulbs in fixtures Replace (1) 36X60 mini blind Repair/cover rat holes Overlay 75 sq ft VCT tile
Hallway/Stairs	Clean outlet and switch plates Replace (2) light bulbs in fixtures Replace (1) 36X60 mini blind in stairs Replace batteries in smoke alarm, and Carbon Monoxide alarm PAINT STAIRS GRAY Overlay 50 sq ft VCT tile in hallway

Hallway bathroom	<p>Clean outlet and switch plates          Replace 2 bulbs in fixture          Replace GFCI outlet and plate          Replace fluidmaster in toilet tank          Replace shower head          Replace commode seat          Replace shower curtain rod          Replace tissue holder          Replace medicine cabinet          Replace bathroom door          Replace door stop          Replace 35x36 mini blind          Repair wall under closet shelf          Reinstall window screen</p>
Living room	<p>Replace 1 elec outlet          Clean outlet and switch plates          Replace 2 bulbs in fixture          Replace cable jack          Clean wall heater covers          Repair (1) screen in front window          Replace (4) 36x60 Mini blinds          Replace (1) smoke alarm</p>
1 <sup>st</sup> bedroom	<p>Replace 2 bulbs in fixture          Repair bedroom door          Replace door stop          Replace (2) 36x60 mini blinds          Overlay 130 sq ft VCT tile in bedroom</p>
2 <sup>nd</sup> bedroom	<p>Replace 2 bulbs in fixture          Replace door stop          Replace (2) 36x60 mini blinds          Overlay 130 sq ft VCT tile in bedroom</p>
3 <sup>rd</sup> bedroom	<p>Replace 2 bulbs in fixture          Replace bedroom door          Replace door stop          Replace (3) 36x60 mini blinds          Repair (2) window screens          Overlay 155 sq ft VCT tile in bedroom</p>

**SCOPE OF WORK FOR 1328 Saltillo****3-BR****DATE - 8/26/2010**

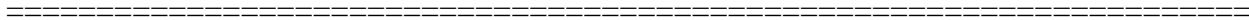
<b>Location</b>	
Exterior	<b>Power wash the front and back concrete areas, walls, porch areas, etc.</b> Dispose of junk/trash items at front/back yards
Interior	<b>Paint/clean entire apartment</b>
<b>FLOORING</b>	<b>OVERLAY NEW VCT TILE IN ENTIRE UNIT</b> <b>1<sup>ST</sup> FLOOR – 431 SQ FT</b> <b>2<sup>nd</sup> FLOOR – 435 SQ FT</b>
Front door	Clean Metal Screens Replace threshold Tighten screws in front frame Replace peephole Replace door sweeps Replace weatherstripping Replace door stop
Back door	Clean Metal Screens Replace threshold Install screws into back metal screen Replace peephole Replace door sweeps Replace weatherstripping Replace door stop
Kitchen	<b>Clean the refrigerator, stove</b> Repair closet door Replace door stop on closet Replace kitchen faucet Replace (2) mini blinds <b>See flooring from above</b>
Laundry room	<b>See flooring from above</b> Replace (2) light bulbs in fixture Replace 9' baseboard by water heater <b>*<u>check ceiling for water leak, and refer leak to SAHA staff prior to installation of new sheetrock</u></b> Replace 5x6 sheetrock in ceiling Replace (2) washer bibs Replace mini blind

Hallway/Stairs	<p><b>See flooring from above</b></p> <p>Replace (2) light bulbs in fixture          Replace (1) mini blind in stairs  <b>PAINT STAIRS GRAY</b>          Install screen in stairway          Replace smoke alarm at bottom of stairs          Replace batteries in smoke alarm upstairs          Replace batteries in carbon monoxide alarm</p>
Bathroom	<p>Replace ceiling heater          Unclog bathtub drain          Replace shower head          Replace commode seat          Replace popup assembly          Replace shower curtain rod          Replace soapdish          Replace toothbrush holder          Repair door jamb          Replace door stop          Replace (1) mini blind</p>
Living room	<p>Clean outlet, and switch plates          Replace light fixture, and (2) bulbs          Clean wall heater grilles          Repair (1) window screen          Replace (4) mini blinds  <b>See flooring from above</b></p>
1 <sup>st</sup> bedroom	<p><b>See flooring from above</b></p> <p><b>Remove carpeting</b>          Replace elect outlet          Replace (2) outlet plates          Replace (2) light bulbs in fixture          Replace cable jack          Tighten hinges to bedroom door          Replace door stop          Replace (2) mini blinds</p>
2 <sup>nd</sup> bedroom	<p><b>See flooring from above</b></p> <p>Replace (1) outlet plates          Replace light fixture, and (2) bulbs          Tighten hinges to bedroom door          Replace broken window          Replace (2) mini blinds</p>

3 <sup>rd</sup> bedroom	<b>See flooring from above</b> Replace elect outlet Replace (2) outlet plates Replace (1) switch plate Tighten hinges to bedroom door Replace door stop Repair (2) screens Replace (3) mini blinds
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**SCOPE OF WORK FOR 1925 Slimp Way**  
**4-BR**  
**DATE - 8/26/2010**

Location	
Exterior	<b>Power wash the front and back concrete areas, walls, porch areas, etc.</b>
	Dispose of junk/trash items at front/back yards Clean porch lights
Interior	<b>Paint/clean entire apartment</b>
Hallway/Stairs	Repair wall damage in stairs Replace light fixture in stairs Replace (2) light bulbs in hallway Replace (2) door stops in hallway Replace passage knob Replace smoke alarm Replace Carbon monoxide alarm
Front door	Clean metal screens Replace door stop
Downstairs Hallway	Replace smoke alarm Repair Rat hole
Kitchen	<b>Clean the refrigerator, stove</b> Clean metal screens Adjust striker plates, door hard to close Replace (2) door sweeps Replace mini blind
Laundry room	Repair wall
Downstairs Bathroom	Unclog lavatory drain Replace supply line to commode Replace commode Replace bowl wax, and bolts to toilet Replace pop-up in lavatory Replace commode seat Replace door stop Repair wall damages
Upstairs Bathroom	Replace tank lever to toilet Replace shower head Replace commode seat Replace shower curtain rod Replace tub knob Replace door stop Repair wall damages Replace Tissue roller Replace towel bar Repair wall damages



Dining Room	Replace (2) light bulbs in fixture Replace door stop to closet Clean light fixture cover Replace mini blind
Living room	Replace (1) outlet plate Replace light fixture cover Replace (2) light bulbs in fixture Replace (1) 23x60 mini blinds Straighten bent screen frame
1 <sup>st</sup> bedroom	Replace (2) light bulbs in fixture Replace elect outlet Tighten hinges to bedroom door Replace (2) door stops Replace (1) mini blind Repair wall damages Repair window sill
2 <sup>nd</sup> bedroom	Tighten hinges to closet door Tighten passage knob Replace (2) door stops Replace (1) mini blind
3 <sup>rd</sup> bedroom	Replace closet door Replace passage knob Replace (2) door stops Replace (1) mini blind
4th bedroom	Tighten hinges to closet door Replace passage knob Replace (2) door stops Replace (1) mini blind

**SCOPE OF WORK FOR 2241 W Poplar – Lincoln Heights Courts / 1-BR**  
**8/26/2010**

Location	
Exterior	Clean the front & back porches, walls, & yard areas.
Interior	Paint/clean the entire apartment; including refrigerator & stove, (all electric works on stove, & need to work after it is cleaned) Ensure all doors close & latch & knobs are tight. Ensure all screws are installed in door knobs, cover plates, door latches, etc. Ensure all screws are removed on window screens that will not open, for fire egress Clean all lower reachable windows inside & outside Clean all paint off of thermostat, door knobs, cover plates, etc.
Front door	Clean/paint
Back door	Clean/paint
Side door	
Wall Heater	Clean from top to bottom inside, but do not paint inside
Kitchen	Varnish 20 linear feet of kitchen cabinets, & seal lower cabinets @ crawl space – 11 linear feet Seal water lines & drain tubes @ walls for roach prevention Caulk all kitchen cabinets edges @ floor & walls
Hallway	
Bathroom	Seal water lines & drain tubes @ walls for roach prevention. Remove & replace the caulking @ the toilet base, sink rim & tub edges. Replace a 6 foot x 4 foot area of sheetrock @ the wall. Tape, float, texture & paint this area & a 2 foot x 2 foot area @ the ceiling. ( Pull toilet & reinstall)
Living room	
1 <sup>st</sup> bedroom	
2 <sup>nd</sup> bedroom	
3 <sup>rd</sup> bedroom	

**SCOPE OF WORK FOR 1406 Parkview 1-BR**

**08/26/2010**

Location	
Interior	Paint/clean entire house/apartment



# **ATTACHMENT D**

## **W-9 FORM**

## Request for Taxpayer Identification Number and Certification

**Give form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name” line.

**Limited liability company (LLC).** Check the “Limited liability company” box only and enter the appropriate code for the tax classification (“D” for disregarded entity, “C” for corporation, “P” for partnership) in the space provided.

For a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Regulations section 301.7701-3, enter the owner’s name on the “Name” line. Enter the LLC’s name on the “Business name” line.

For an LLC classified as a partnership or a corporation, enter the LLC’s name on the “Name” line and any business, trade, or DBA name on the “Business name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the “Name” line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the “Business name” line.

**Note.** You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

### Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the “Exempt payee” box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Disregarded entity not owned by an individual	The owner
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.consumer.gov/idtheft](http://www.consumer.gov/idtheft) or 1-877-IDTHEFT(438-4338).

Visit the IRS website at [www.irs.gov](http://www.irs.gov) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.