

Free Customizable Scope of Work (SOW) Template for House Flipping

Use this detailed scope of work (SOW) template to organize and streamline your next house flipping project. This template helps you clearly outline tasks, timelines, responsibilities, and budgets to align all involved parties and minimize disputes. Follow the prompts below to fill in your project details and customize it to your needs.

Project Information

Property Address:

[Insert the full address of the property]

Project Name:

[Provide a brief name for the project, e.g., "Kitchen and Bathroom Renovation"]

Project Manager:

[Name of the person overseeing the project]

Start Date:

[Insert the planned start date]

Expected Completion Date:

[Insert the expected end date]

Scope of Work Overview

Provide a high-level summary of the work required.

Project Summary:

[Write an overview of the rehab project, including the main renovation areas and goals.]

Key Objectives:

- [Example] Modernize the kitchen layout with updated appliances.
- [Example] Improve curb appeal with landscaping and exterior painting.
- [Example] Complete plumbing upgrades for bathrooms.

Task Breakdown and Responsibilities

1. Demolition

- **Tasks:**
[List tasks like removing old cabinets, tearing down walls, etc.]
- **Responsible Party:**
[Who will complete these tasks? Example: Demo Team.]
- **Start Date:**
[Planned date for demolition to begin.]
- **End Date:**
[Planned date for demolition to end.]

2. Structural Repairs

- **Tasks:**
[Outline repairs such as fixing the foundation, roof repairs, etc.]
- **Materials Needed:**
[Add specifics like lumber, concrete, etc.]
- **Responsible Party:**
[Enter general contractor or subcontractor name.]

3. Systems Updates (Plumbing, Electrical, HVAC)

- **Plumbing Tasks:**
[For example, replace pipes in the kitchen and bathrooms.]
- **Electrical Tasks:**
[For example, rewire outlets and replace light fixtures.]
- **HVAC Tasks:**
[For example, install a new air conditioning unit.]
- **Responsible Party:**
[Assigned contractor or technician.]

4. Interior Renovations

Kitchen

- **Tasks:**
[Install new cabinets, counters, appliances, etc.]
- **Material List:**
[List materials like paint, tiles, cabinetry.]

Bathroom(s)

- **Tasks:**
[Replace fixtures, install tile flooring, etc.]

- **Line Items:**
[Write detailed descriptions for each item if needed.]

5. Exterior Work

- **Tasks:**
[Painting, landscaping, driveway repair, etc.]
- **Material List:**
[Write details, e.g., mulch, paint, fencing materials, etc.]

Additional Sections (if needed)

Feel free to add sections like "Basement Finishing," "Garage Repairs," or "Outdoor Living Spaces" based on your project scope.

Budget and Cost Breakdown

Labor Costs

Task	Hours	Rate/Hour	Total Cost
Painting	___ hrs	\$___	\$___
Plumbing	___ hrs	\$___	\$___

Material Costs

Material	Quantity	Unit Price	Total Cost
Tiles	___	\$___	\$___
Paint	___ gallons	\$___	\$___

Contingency Budget

[Add contingency (e.g., 10-15% of the total budget) to cover unexpected costs.]

Timeline and Milestones

High-Level Timeline

- **Week 1:** Demolition and waste removal.
- **Week 2-3:** Plumbing and electrical system updates.
- **Week 4:** Flooring installation and painting.

- **Week 5:** Final inspections and staging.

Milestones

Milestone	Deadline	Responsible Party	Notes
Plumbing complete	[Insert Date]	[Name]	[Additional details]
Exterior painting	[Insert Date]	[Name]	[Color specs, etc.]

Deliverables

Key deliverables include:

- All walls painted in [color and finish].
- Kitchen fully renovated with [appliances included].
- Landscaping completed to enhance curb appeal.

Sign-off Section

Owner/Project Manager Approval:

Name: _____ Signature: _____ Date: _____

Contractor Agreement:

Name: _____ Signature: _____ Date: _____

Save this template, customize it to fit your needs, and revisit the document regularly to stay on track. Note: This template is for informational purposes only and is not a substitute for professional legal contractual advice. Always consult with relevant contract and/or legal experts or similar professionals for your specific project needs.