

FHA 203(k) Consultant Agreement

Scope of services and project information

120 North Perkins Street | Ridgeland, MS 39157 | 601-454-5559

This agreement is between **Gary N Smith (Consultant)** and the borrower(s) identified below (Client) for consultant services related to the FHA 203(k) Rehabilitation Mortgage Insurance Program.

Borrower name

Co-borrower name (if applicable)

Subject property street address

City, state and ZIP code

Agreement date

Client email

Client phone

1 | Initial property evaluation

The Consultant will meet with the Client and, as appropriate, the Client's agent and contractor at the property to visually evaluate readily accessible conditions, identify repair and improvement needs, and assess the proposed project's suitability for the FHA 203(k) program. This evaluation is for rehabilitation planning and **does not replace a separate home inspection.**

2 | Feasibility study and Work Write-Up

When requested by the Client or lender, the Consultant will prepare a feasibility study. The feasibility study/initial property evaluation fee is **\$250**, payable at the initial evaluation unless otherwise agreed in writing. This fee is separate from the Work Write-Up fee.

The Consultant will prepare a Work Write-Up identifying required repairs under applicable HUD requirements, other proposed repairs, and improvements requested by the Client. The document will include the scope of work and cost estimate needed for the rehabilitation project. The Work Write-Up fee also covers review of architectural exhibits, when applicable.

3 | Project documents and revisions

The Client will provide the property information, lender and contractor contacts, and available bids. Contractor bids must identify work items and separate labor and materials. The Client is responsible for obtaining and paying for architectural or engineering documents when required. Agreed revisions to the Work Write-Up will be documented and approved by the Client, lender and Consultant as applicable.

A consultant is required for Standard 203(k). Use of a consultant is optional for Limited 203(k); the lender determines program eligibility and applicable financing requirements.

FHA 203(k) Consultant Agreement

Fees, payment arrangements and signatures

120 North Perkins Street | Ridgeland, MS 39157 | 601-454-5559

4 | Work Write-Up fee

The fee is based on the total estimated repair cost. These tiers apply to the Work Write-Up and review of architectural exhibits; they are not a single fee for all consultant services.

Estimated repair cost	Work Write-Up fee
\$50,000 or less	\$1,000
\$50,001 - \$85,000	\$1,200
\$85,001 - \$140,000	\$1,400
Over \$140,000	1% of repair cost or \$2,000, whichever is lower

Estimated repair cost (\$)

Agreed Work Write-Up fee (\$)

5 | Additional services and mileage

Draw inspections: \$250 for each draw inspection.

Change orders: \$100 for each change-order request.

Mileage: When the Consultant's place of business is more than 15 miles from the property, mileage is charged at the current IRS standard business mileage rate in effect on the travel date. The travel distance and mileage charge will be itemized. There is no separate flat travel fee.

Any additional inspection requested by the lender, including a periodic progress visit, will be identified and its fee agreed in writing before the service is performed, subject to applicable HUD fee limits. The lender determines whether a charge may be financed or must be paid separately by the Client.

6 | Payment arrangements and acceptance

The initial evaluation fee is due as stated in Section 2. Any other payment arrangements or changes to these fees must be agreed in writing. By signing, the Client and Consultant agree to the services and fees stated in this agreement.

Signing: Complete the project and fee fields before signing. Download and open this PDF in Adobe Acrobat Reader or another compatible PDF application to use the digital signature fields. It may also be printed and signed by hand.

Borrower signature

Date

Digital signature or handwritten signature

Co-borrower signature (if applicable)

Date

Digital signature or handwritten signature

Gary N Smith - Consultant signature

Date

Digital signature or handwritten signature