

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Contact: [Vendor Phone/Email]

RE: Work Order Authorization for Unit Turnkey Renovation

Property Address: [Insert Property Address]

Unit Number: [Insert Unit Number]

Dear [Vendor Contact Name],

This letter serves as formal authorization for [Vendor Name] to proceed with the turnkey renovation services for the unit referenced above. This authorization is based on the estimate/bid provided on [Insert Date of Estimate] with the reference number [Insert Quote Number].

Scope of Work:

The vendor is authorized to complete all tasks required to bring the unit to "rent-ready" status, including but not limited to:

- Interior painting and drywall repair
- Flooring installation or professional cleaning
- Kitchen and bathroom hardware updates
- Appliance inspection and repair/replacement
- Electrical and plumbing fixture updates
- Professional deep cleaning and debris removal

Project Timeline:

Start Date: [Insert Start Date]

Completion Date: [Insert Deadline Date]

Financial Terms:

The total authorized cost for this project is not to exceed \$[Insert Total Amount]. Any additional repairs discovered during the renovation process that exceed this budget must be submitted as a change order for written approval before the work is performed.

Access and Insurance:

Access to the unit will be provided via [Insert Access Method, e.g., Lockbox Code/On-site Manager]. The vendor must maintain active General Liability and Workers' Compensation insurance throughout the duration of the project.

Please sign below to acknowledge receipt of this work order and acceptance of the terms outlined above.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]

Vendor Acknowledgment:

Signature: _____ Date: _____