

# **Arizona Roof Inspection and Bid-Comparison Kit**

## **For property managers, Realtors, HOA managers and homeowners**

Prepared by Blackstone Roofing Group. Use this kit with any roofing contractor. No purchase or inspection booking is required.

A useful roofing quote starts with a clear record of the problem. This kit gives you a leak-report form, a consistent inspection request, a side-by-side quote worksheet and a project closeout checklist. It helps you ask better questions; it does not diagnose a roof or replace a professional inspection.

Keep completed worksheets private. Property addresses, occupant contact details and access instructions belong in the property file, not in a public resource library.

# 1. Report a leak without getting on the roof

Stay off roofs and ladders during storms. If you hear thunder, move into a substantial building or enclosed vehicle. Indoors, avoid contact with plumbing and plugged-in electrical equipment. Follow local emergency instructions.

[National Weather Service lightning guidance](#)

Keep people away from sagging ceilings, falling material and water near electrical fixtures. Do not puncture a bulging ceiling, touch wet electrical equipment or enter standing water to reach a switch. For immediate danger, leave the affected area and call emergency services. [Ready.gov flood safety](#)

Photograph only from a safe indoor location or from ground level when conditions permit. Do not climb onto a roof to complete this form. A ceiling stain records where water appeared, not necessarily where it entered.

## Leak report: one copy per affected area

| Field                                  | Record                                          |
|----------------------------------------|-------------------------------------------------|
| Property / building / unit             |                                                 |
| Reported by / callback number          |                                                 |
| Date and time first noticed            |                                                 |
| Affected room and location in room     |                                                 |
| What is visible?                       | Stain / dripping / wet wall / other:            |
| Is water entering now?                 | Yes / no / unknown                              |
| Immediate hazards observed             | Keep clear; do not investigate hazards yourself |
| Weather when first noticed             | Rain / wind / after storm / dry / unknown       |
| Prior leak in this area?               | Date and previous repair, if known              |
| Nearby roof equipment, if known        | Skylight / AC / solar / vent / unknown          |
| Photo filenames and times              | Wide room view + closer detail, only if safe    |
| Temporary professional protection      | Contractor, date, scope, receipt                |
| Property manager / owner notified      | Name and time                                   |
| Contractor contacted / next update due |                                                 |

An occupant's observation is not a confirmed cause. Preserve original photos and record later changes separately instead of overwriting the first report.

## 2. Send every bidder the same inspection request

### Request text

Please assess the reported roofing concern at the property identified in the attached private property record. Provide a written scope with supporting photos, the limits of your inspection, and any areas you could not safely access. Separate temporary protection from permanent work. Where reasonable, explain the repair option and the replacement option, including what each does not address.

Please identify the proposed materials, affected roof areas, related flashing or transition work, concealed-damage allowances, exclusions, access requirements, schedule, cleanup, warranty terms and payment milestones. Identify who will confirm permit and HOA requirements for this specific scope. Please flag any additional trade coordination needed for solar, AC or other equipment.

### Attach what you already have

- ☐ Leak report and safely obtained photos.
- ☐ Prior repair invoices, roof warranty and installation records, if available.
- ☐ Roof type and approximate age, or mark both unknown.
- ☐ Property contact, authorized decision-maker and agreed inspection access.
- ☐ Occupancy constraints, parking restrictions and sensitive work hours.
- ☐ Applicable HOA rules or property construction policies.

Do not request roof access from an occupant. Arrange it directly with the inspecting contractor and property representative.

### Questions matched to the existing roof

These are scope questions for the contractor, not instructions for owners to perform roofing work. Use only the questions relevant to the property.

| Roof / detail         | Ask the contractor to explain                                                                                                                       |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Tile                  | Are you replacing visible tiles, working on the underlayment, or both? What tile reuse, matching and breakage assumptions are in the price?         |
| Shingle               | Which roof areas are included? How will matching, adjoining materials, edges and penetrations be handled?                                           |
| Flat / low-slope      | What existing system was identified? How will seams, drainage and transitions be evaluated? What preparation and compatibility checks are included? |
| Foam / coating        | What condition supports repair or recoating? What damaged material removal and surface preparation are included?                                    |
| Metal                 | Are panels, seams, fasteners, flashings or several of these involved? How does the repair relate to the existing system?                            |
| Skylight / AC / solar | Who handles removal, reinstallation and related trade work? What is excluded from the roofing price?                                                |

### 3. Compare scope before comparing totals

Ask each contractor to complete the same rows. Write "not stated" where a quote is silent; a blank is not an included item. Different roof areas, materials and exclusions make totals difficult to compare.

The Arizona Registrar of Contractors recommends checking license records, verifying the representative and reconciling the estimate with the written contract before signing. Use the current record, not just a license number printed on a truck. [AZ ROC: Before You Hire](#)

#### Bid-comparison worksheet

Property reference: \_\_\_\_\_ Scope requested: \_\_\_\_\_

| Item to compare                            | Bid A | Bid B | Bid C |
|--------------------------------------------|-------|-------|-------|
| Legal business name / ROC license          |       |       |       |
| License status and scope checked / date    |       |       |       |
| Insurance documentation received           |       |       |       |
| Roof areas included / excluded             |       |       |       |
| Diagnosis, photos and inspection limits    |       |       |       |
| Temporary protection priced separately     |       |       |       |
| Repair vs. replacement rationale           |       |       |       |
| Tear-off / existing material removal       |       |       |       |
| Product names and system specification     |       |       |       |
| Underlayment and related details           |       |       |       |
| Flashings, valleys and penetrations        |       |       |       |
| Deck damage: unit rate and approval rule   |       |       |       |
| Tile reuse / matching / breakage allowance |       |       |       |
| Solar / AC / skylight coordination         |       |       |       |
| Permit / HOA coordination and fees         |       |       |       |
| Access, protection, disposal and cleanup   |       |       |       |
| Proposed start / duration / weather delays |       |       |       |
| Workmanship warranty and exclusions        |       |       |       |
| Manufacturer warranty and registration     |       |       |       |
| Total, applicable taxes and exclusions     |       |       |       |
| Payment milestones                         |       |       |       |
| Change-order approval process              |       |       |       |
| Open questions / response date             |       |       |       |

## Why an allowance matters

Illustrative arithmetic only, not Arizona market pricing: Bid A is \$12,000 and excludes deck repairs. Bid B is \$12,800 and includes up to four deck sheets. If A's written extra-work rate is \$250 per sheet and four sheets are needed, A becomes \$13,000. If none are needed, A remains \$12,000. Ask what happens beyond B's allowance and how either contractor documents concealed damage before approving extra work.

Do not choose a contractor from this example alone. Materials, inspection findings, warranty terms and other scope differences still matter.

## 4. Keep a decision and closeout record

### Decision record

Selected contractor and written scope version: \_\_\_\_\_

Reason selected, beyond price: \_\_\_\_\_

Remaining exclusions or owner responsibilities: \_\_\_\_\_

Permit / HOA requirements confirmed by, and date: \_\_\_\_\_

Person authorized to approve changes: \_\_\_\_\_

Written approval required before additional work: \_\_\_\_\_

Permit requirements depend on the property jurisdiction and proposed work. An HOA approval does not replace a municipal requirement. Confirm both where applicable rather than assuming every reroof follows the same rules.

### Closeout checklist

- ☐ Final invoice matches the approved scope and written change orders.
- ☐ Before, progress and completion photos identify the relevant roof areas.
- ☐ Contractor explains any unfinished work or inspection limitations.
- ☐ Required inspection status and permit documents are recorded, if applicable.
- ☐ Material information and applicable warranty documents are in the property file.
- ☐ Warranty registration responsibility and any deadline are confirmed in writing.
- ☐ Cleanup, debris removal and agreed property protection are reviewed.
- ☐ A contact and process for reporting a returning leak are recorded.
- ☐ Any recommended follow-up inspection or maintenance is documented.

A finished roof can still have details that are not visible from the ground. This checklist records project handoff; it does not certify workmanship or guarantee a leak-free roof.

## Questions that come up often

### Does a stain mean the entire roof needs replacement?

No single stain establishes the scope. Ask for the observed cause, supporting evidence, inspection limitations and the reason a repair or replacement is proposed. Avoid deciding from a photo alone.

### Can I compare a coating quote with a replacement quote?

Not by total price alone. Ask each contractor what existing conditions the proposed system addresses, what remains beneath it, what preparation is included and what conditions would make that option unsuitable.

### Does this kit determine insurance coverage?

No. It is a property documentation and quote-comparison tool, not a coverage determination, claim deadline guide or promise of reimbursement. Direct policy and claim questions to your insurer or qualified adviser.

## Official references

[AZ ROC contractor search](#): verify the current contractor record.

[AZ ROC: Before You Hire](#): hiring and written-estimate checks.

[National Weather Service: Lightning Tips](#): storm safety.

[Ready.gov: Floods](#): water and electrical safety.

The worksheets and comparison example are original organizational tools prepared for Blackstone Roofing Group. The linked agencies do not endorse this kit or Blackstone.

## About the publisher

Blackstone Roofing Group serves Arizona roofing customers. To request a roof inspection, call (602) 536-9363 or visit [Blackstone Roofing Group](#). This resource remains useful with any contractor you choose.