
AR

PROFESSIONAL SERVICES AGREEMENT

Residential Roof Replacement

PREPARED EXCLUSIVELY FOR

James & Sarah Miller

PROJECT

Residential Roof Replacement

PREPARED BY

Apex Roofing & Construction – Mike Thompson

TOTAL INVESTMENT

\$22,400

This Agreement is entered into between Apex Roofing & Construction ("The Contractor") and James & Sarah Miller ("The Client").

The parties agree to the terms and conditions set out herein.

1. SCOPE OF WORK

Complete tear-off and replacement of 2,400 sq ft asphalt shingle roof system, including new underlayment system, GAF Timberline HDZ architectural shingles, ridge ventilation, flashings, and gutter replacement. Work to be performed in accordance with IRC R905.2 and GAF System Plus warranty requirements.

- 1.** Tear off existing two layers of asphalt shingles and underlayment down to wood decking; inspect decking for soundness
- 2.** Replace any rotted or delaminated decking with 5/8" CDX plywood (allowance: up to 3 sheets included – see Allowances below)
- 3.** Install GAF WeatherWatch ice & water shield at all eaves (extending 36" past interior wall plate), valleys, and around all penetrations per IRC R905.1.2
- 4.** Install GAF Tiger Paw synthetic underlayment over remaining roof field, lapped 4" horizontal and 6" vertical
- 5.** Install GAF Pro-Start starter strip along all eaves and rakes (no field-cut shingles used as starter)
- 6.** Install GAF Timberline HDZ architectural shingles (Charcoal, 50-year limited warranty) using 6-nail high-wind pattern (1¼" galvanized ring-shank roofing nails) per GAF specification
- 7.** Install GAF Cobra Ridge Vent (3" net free area) along full ridge length for balanced attic ventilation
- 8.** Install matching GAF Seal-A-Ridge ridge cap shingles, sealed with GAF QuickStart adhesive
- 9.** Install new aluminum drip edge (.019 gauge, brown) at all eaves and rakes
- 10.** Install new aluminum step flashing at all wall-to-roof transitions and counter-flashing into existing siding
- 11.** Replace all plumbing vent boots with Lifetime Tool LifeFlash (UV-stable, 50-year)
- 12.** Install new 5" K-style aluminum gutters (.032 gauge, color-matched) with hidden hangers at 24" o.c., and 3"x4" rectangular downspouts
- 13.** Daily debris removal and final magnet sweep of driveway, walkways, and lawn for stray nails

2. MATERIALS & SPECIFICATIONS

- Shingles: GAF Timberline HDZ architectural, Charcoal – 50-year limited warranty, 130 mph wind warranty (with proper installation)
- Starter strip: GAF Pro-Start, factory-applied adhesive
- Ridge cap: GAF Seal-A-Ridge, color-matched to field
- Ice & water shield: GAF WeatherWatch, self-adhering modified bitumen
- Underlayment: GAF Tiger Paw, synthetic non-woven
- Ridge ventilation: GAF Cobra Ridge Vent, externally baffled
- Fasteners: 1½" galvanized ring-shank roofing nails, 6 per shingle (high-wind pattern)
- Drip edge: .019 ga aluminum, brown, 1.5" x 1.5" T-style
- Pipe boots: Lifetime Tool LifeFlash, UV-stabilized rubber
- Gutters: 5" K-style aluminum .032 ga, hidden hangers @ 24" o.c.

3. PROJECT TIMELINE

Phase 1 – Material delivery & staging: 1 business day (delivered 48 hrs before tear-off)

Phase 2 – Tear-off, decking inspection & repair, underlayment installation: 1–2 business days

Phase 3 – Shingle installation, flashings, ridge ventilation: 2 business days

Phase 4 – Gutter installation, final flashing trim, site cleanup, magnet sweep: 1 business day

Total: 5–6 business days, weather permitting. Anticipated start within 10 business days of signed acceptance.

4. INVESTMENT

DESCRIPTION	AMOUNT
Tear-off & disposal (existing 2 layers, dumpster, dump fees)	\$2,800
GAF System Plus shingles, starter, ridge cap (2,400 sq ft)	\$6,400
Underlayment system (WeatherWatch ice/water + Tiger Paw)	\$1,650
Flashings, drip edge, pipe boots, ridge vent	\$1,400
Labour & installation (5–6 day crew of 4)	\$7,200
Gutter system (5" K-style aluminum + downspouts)	\$2,100
Permits, inspection coordination, final cleanup	\$850
TOTAL	\$22,400

5. PAYMENT SCHEDULE

Deposit (10%): \$2,240 due upon signing — secures material order and crew scheduling

Progress payment (40%): \$8,960 due upon delivery of materials to job site

Final payment (50%): \$11,200 due upon project completion and homeowner walkthrough

Late payment fee: 1.5% per month on balances past 30 days from invoice date.

6. ALLOWANCES & UNIT PRICING

- Rotted decking replacement: Up to 3 sheets of 5/8" CDX plywood included. Additional sheets billed at \$145 per sheet installed (covers material, labour, removal of damaged decking).
- Chimney flashing rebuild (if existing flashing fails inspection): \$385 fixed price
- Additional pipe boot or vent boot (beyond 4 included): \$85 each installed

7. EXCLUSIONS

This proposal does NOT include the following — separate proposals available on request:

- Interior drywall, paint, or finishes (including any damage from pre-existing leaks)
- Soffit, fascia, or sheathing replacement beyond decking allowance above
- Skylight replacement or re-flashing of existing skylights (inspection available)
- Asbestos testing or abatement (if encountered, work stops and homeowner is notified)
- HVAC vent or bath fan modifications
- Permit fees beyond standard residential re-roof permit (HOA review separate)

8. WARRANTY

Manufacturer: GAF System Plus 50-year limited warranty on materials (registered in homeowner's name upon project completion).

Workmanship: Apex Roofing & Construction provides a 10-year transferable workmanship warranty covering installation defects, including labour and materials to remedy. Warranty void if other contractors perform roof penetrations or modifications.

9. INSURANCE & LICENSING

Apex Roofing & Construction carries \$2,000,000 commercial general liability insurance (Intact Insurance, policy #INT-RF-2024-8841) and full WSIB coverage (account #1234567). Licensed in Ontario as Roofing Contractor #ON-RC-9923. Certificate of Insurance and licensing documentation available on request.

10. CHANGE ORDER POLICY

Any modifications to the scope above require a written Change Order signed by both parties before work proceeds. Change orders are billed at cost plus 15% markup. Verbal changes are not binding.

11. TERMS & CONDITIONS

- 1. All work performed in accordance with the 2020 Ontario Building Code and IRC R905 minimum standards.
- 2. Building permit pulled by Contractor and itemized in the Investment line above; HOA approval (if required) is the Homeowner's responsibility.
- 3. Owner agrees to provide clear access to driveway and roof perimeter, and remove or protect personal items in the attic and around the home's perimeter prior to start date.
- 4. Weather delays beyond 2 cumulative days will be communicated within 24 hours and may extend the project timeline; no additional charge for normal weather delays.
- 5. This proposal is valid for 30 days from date of issue. Material prices may be adjusted after expiration based on supplier pricing at that time.
- 6. Statutory holdback (if applicable under provincial Construction Lien Act) is the Homeowner's responsibility and will be released per provincial requirements.

12. ACCEPTANCE

By signing below, the Client confirms they have read, understood, and agree to the scope, pricing, payment schedule, warranty terms, and conditions stated in this Proposal. This Proposal becomes a binding Agreement upon signature by both parties. This proposal is valid for 30 days from the date of issue.

Accepted by (Contractor)
Apex Roofing & Construction
Mike Thompson

Accepted by (Client)
James & Sarah Miller

Printed Name & Title

Printed Name & Title

Date

Date

END OF PROPOSAL · TEST-2026-001
