



**READ CAREFULLY BEFORE SIGNING**

I (We), the undersigned, have on this date at \_\_\_\_\_ participated in a pre-construction conference prior to the signing of a contract for the demolition, new construction or rehabilitation of my (our) property. I (We) acknowledge that I (we) understand the terms of the contract, the explanation of the work to be performed by the contractor, the roles of other parties and our responsibilities during the construction phase. I (We) have been given an adequate explanation to my (our) questions, if any, and are aware that assistance will be provided by staff as requested. I (We) further understand and acknowledge that the (Participant) assumes no responsibilities for the work performed and does not warrant any work performed.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

-----  
I, the undersigned, hereby certify that the pre-construction conference was held on this date between the Owner(s), construction advisor and myself. I understand the procedures to be followed for change orders and requests for payment and inspections. I understand and agree that the work performed must meet the standards of performance required by the program as established by the program specifications and work write-up.

\_\_\_\_\_  
Signature of Contractor and Title

\_\_\_\_\_  
Date

-----  
I, the undersigned, hereby certify that I participated in a pre-construction conference on this date.

\_\_\_\_\_  
Signature of Construction Advisor

\_\_\_\_\_  
Date

**NOTICE TO PROCEED**

I, the undersigned, hereby authorize the contractor to commence work on the property known as \_\_\_\_\_ within \_\_\_\_\_ days of the execution of this document. The property will be available to the contractor to perform the work stated in the contract between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m., Monday through Friday, unless otherwise specified by the owner. If the contractor does not commence work within the specified time, the owner may upon proper notification, consider the contract to be in default.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date