

HTF-2C Change Order Request Form

This form must be submitted with the HTF-2A Inspection Request Form

Change Order #: _____

Project #: _____

Contractor's Name: _____

Owner's Name: _____

Property Address(es): _____

Explanation of Change/Specifications: Describe each change in specific terms. Provide complete specifications for all new work to be completed. If appropriate specifications are not provided, this Change Order will be DENIED.

Approved Work Write-Up Amount: \$ _____

DO NOT INCLUDE **Developer Fee** in this section!

Amount of this Change Order: \$ (+/-) _____

Amount of Previous Change Order(s): \$ _____

If applicable

Revised Total Work Write-Up Amount: \$ _____

Completion time extended? Yes No If yes, new completion date? _____

When executed by all parties, this document is enforceable.

ACCEPTED; Owner/Beneficiary: _____ Date: _____

ACCEPTED; Contractor: _____ Date: _____

ACCEPTED; Sponsor: _____ Date: _____

FOR INTERNAL USE ONLY

Change order acceptable? Approved Denied

Is project still financially feasible? Approved Denied

Authority Approval: _____
Authority Representative

Date: _____