

# 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: \_\_\_\_\_