

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): _____

INITIAL APPROVED Work Write-Up Amount, DO NOT INCLUDE DEVELOPER FEE: \$ _____

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

NEW WORK:

WORK TO BE REMOVED:

Total Cost of **LAST APPROVED** Construction Amount (NO DEVELOPER FEE): \$ _____

Amount of **NEW WORK** in this Change Order: + \$ _____

SUBTOTAL: \$ _____

Amount of **REMOVED WORK** in this Change Order: - \$ _____

TOTAL Revised (aka LAST APPROVED) Construction 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: _____ Date: _____

Authority Representative