

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

Project Address(es): \_\_\_\_\_

**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. Do not include adjustments for permit fees. Any permit fees will be adjusted at the time of the final draw.

**ADDITIONAL WORK:**

1 _____	5 _____
2 _____	6 _____
3 _____	7 _____
4 _____	8 _____

**WORK TO BE REMOVED:**

1 _____	5 _____
2 _____	6 _____
3 _____	7 _____
4 _____	8 _____

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

Amount of **ADDITIONAL WORK** in this Change Order: \_\_\_\_\_

**SUBTOTAL:** \_\_\_\_\_

Amount of **WORK REMOVED** in this Change Order: \_\_\_\_\_

**Revised 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: \_\_\_\_\_  
*Authority Representative*

Date: \_\_\_\_\_