

CONNECTICUT HOUSING FINANCE AUTHORITY (CHFA)
999 West Street, Rocky Hill, CT 06067-4005
CONSTRUCTION CHANGE ORDER REQUEST



NAME & ADDRESS OF DEVELOPMENT:	CHFA DEVELOPMENT NO.	PCO NO.	CHFA NO.
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CHFA is requested to consider the following proposed change in the project. The change is satisfactory to the parties hereto. We understand that CHFA's acceptance of any changes involving a NET INCREASE in the total construction cost DOES NOT INCREASE the mortgage; and that if CHFA's estimated cost of all acceptable changes result in a NET DECREASE in total construction cost, the mortgage may be similarly DECREASED.

DESCRIPTION OF CHANGE: _____

ESTIMATE OF EFFECT ON COST (PLUS OR MINUS): \$ _____

I certify that I have no financial interest in the subject project beyond the fee for my professional services, and that I have no identity of interest with the mortgagor, contractor, or any subcontractor or supplier. The Change set forth in this request is in conformity with the intent of the Contract Documents and it is my professional that the Change be approved.

By: _____	_____
Authorized official for Mortgagor	Date
By: _____	_____
Authorized official for Contractor	Date
By: _____	_____
Supervisory Architect	Date

INSTRUCTIONS:

- 1 **EACH PROPOSED CHANGE MUST BE SUBMITTED ON A SEPARATE FORM.**
- 2 Describe each change, including (1) reason, (2) general scope, (3) fully-detailed description of work to be omitted and work to be added, for each trade affected, (4) references to any attachments showing the proposed revisions, and (5) the amount by which the construction cost will be increased or decreased as the net result of each proposed change.
 The cost of each change is to be estimated on the basis of current cost of work of items omitted and the current cost of work or items substituted or added. Estimates include job overhead and builder's fee, or job overhead and general overhead as supplied in CHFA's estimate of the project. No allowance for "Builder's and Sponsor's Profit and Risk", Architects or Engineer's fee will be permitted and they are not to be included.
- 3 An extension of the Construction Contract completion date must be specifically requested under "Description of Change" on this form. Back-up for the additional time requested shall include, but not be limited to, a revised Construction Progress Schedule.
- 4 If an approved change is not executed, it must be nullified by substituting a Request for Construction Change Form to amend the drawings and specifications to restore the drawings and specifications to the status existing prior to acceptance of the change or to a status acceptable to CHFA.

For CHFA Use Only

CHFA does not acknowledge this change because _____

CHFA acknowledges this CHANGE in the amount of \$ _____ with the following source of funds (please check one):

Construction Contingency

 Additional Mortgagor Equity

Please Refer to the attached Change Order Request Log for Contract Sum Adjustments

- At CHFA's discretion, these funds shall be either:
- A. Deposited with CHFA to be used to fund change order requisitions or otherwise at the sole discretion of CHFA. Funds must be on deposit with CHFA before any further construction advances will be approved and must be accompanied by the Mortgagor's written certification that the funds for the deposit are a contribution of additional equity.
 - B. Paid directly to the General Contractor, and the Mortgagor shall furnish to CHFA a certification this payment has been made by a contribution of additional equity. General Contractor shall also be required to certify in writing its receipt if payment from the Mortgagor. Mortgagor's and General Contractor's certification of payment and receipt of payment must be furnished to CHFA before any further construction advances will be approved.

Signature	Date Signed
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Multifamily Housing Development Underwriter or Asset Manager Please print name

	Approval Recommended		COMMENTS	SIGNATURE	DATE
	Yes	No			
Is the change beyond contractual obligations of all development team members?					
				Field Observer	
				Technical Services	
Amount Approved:		Additional comments:			