CONTRUCTION DISBURSMENT HANDBOOK MHDC 2400

MISSOURI HOUSING DEVELOPMENT COMMISSION
3435 Broadway Boulevard
Kansas City, Missouri 64111-2415

Revised June 2008

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MISSOURI HOUSING DEVELOPMENT COMMISSION

CONSTRUCTION DISBURSEMENT GUIDE

MHDC 2400

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INTRODUCTION This guide is provided as a source of information and instruction to the mortgagor/owner and the general contractor to request and receive funds due them under the Capital Advance Agreement, the Disbursing Agreement, the Construction Contract, the various escrow agreements and other documents related to MHDC's multifamily housing loan programs and the low-income tax credit programs.

It is the responsibility of the mortgagor/owner and the general contractor to provide MHDC with the appropriate and accurately prepared documentation as regards their request for funds. This guide contains MHDC forms and exhibits of AIA documents that are necessary for submission to receive mortgage proceeds and/or escrow funds held by MHDC.

All disbursements will be made in accordance with the Capital Advance Agreement, the Disbursing Agreement, and other related project loan documents.

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I. **FAILURE TO MEET** Failure to meet the time frames and requirements established by this guide may result in the disapproval of the principals of the mortgagor entity or the general contractor from participating in future MHDC multifamily housing programs.

II. **IDENTITY OF INTEREST** For purposes of this guide an identity of interest is any financial interests or family relationships which exist between the mortgagor/owner, officers, stockholders or general partners of the mortgagor, developer, sponsor and the general contractor, a subcontractor, equipment lessor or material supplier.

III. **CONSTRUCTION DISBURSEMENT FORMS**

a) Application for Advance of Mortgage Proceeds (use MHDC Form 2420-2 for Bond Financing).

b) Application and Certification for Payment (AIA Document G702)

c) Continuation Sheet (AIA Document G703)

d) Disbursement Schedule (MHDC Form 2430)

e) Contractor's Advance (MHDC Form 2440)

f) Contractor's Prevailing Wage Certificate (MHDC Form 2450)

g) Request for Release of Escrow Funds (MHDC Form 2460)

h) Change Order (AIA Document G701)

IV. REQUEST ADVANCE OF MORTGAGE PROCEEDS

A. WHEN TO SUBMIT

1) Seven (7) working days prior to the date of initial closing.

2) Monthly.

3) Seven (7) working days prior to the date of final closing

B. WHAT TO SUBMIT

1) Three originals of forms III, A(MHDC 2420), B(AIAG702) and C(AIAG703) above.

2) Documentation to support the amounts requested.

It is not necessary to include lien waivers as support documentation to MHDC. It may be necessary to provide these and supporting documentation to the Title Company.

All documents submitted must have live signatures and be completed in their entirety. Incomplete documents or documents without live signatures will be returned to the mortgagor for correction.

An updated construction draw schedule must be submitted with each draw request, reflecting the actual costs processed to-date with revised projections of future payment requests.

Effective with all 2008 developments the I-9 compliance requirements should be submitted to:

Workforce Eligibility Compliance Unit
Missouri Housing Development Commission
3435 Broadway
Kansas City, MO 64111

Additional information is available on the MHDC Rental Production website :
http://www.mhdc.com/we/

C. SUPPORT DOCUMENTS

1) Copies of paid receipts and/or invoices for the amounts requested.

2) AIA G702 and G703, approved by MHDC inspector.

3) Contractor's Prevailing Wage Certificate (MHDC Form 2450) and Subcontractor list for Davis Bacon (HOME) and HUD Risk-Share projects. Submit HUD Form WH-347 to MHDC HOME Administrator weekly.

4) The Owner and/General Contractor must submit to MHDC with each draw a list of all laborers and mechanics employed by General Contractor and Subcontractors. The detailed information should be submitted on the MHDC Form 2425. (I-9 Compliance Form)

5) The Owner and General Contractor must provide to MHDC a Certificate of Good Standing issued by the office of the Missouri Secretary of State for the General Contractor and Subcontractors.

V. MORTGAGOR'S SUBMISSION PACKET

A. MHDC REVIEW When the mortgagor has assembled the above forms and support documentation they are to submit the packet to MHDC. MHDC will review the packet and:

1) Order the necessary inspection by MHDC's architect and/or inspector, if not approved on the G702 form.

2) Review the documentation received for accuracy and completeness.

3) Contact the mortgagor or contractor regarding any questions or problems.

B. PROCESSING

Processing start date: the date the approved inspection report is received back from MHDC's architect and/or inspector.

If the mortgagor's submission packet is in order and there are no unresolved problems, MHDC will process the draw in a maximum of five working days from the *processing start date*.

For HOME funded loans it takes a minimum of two days to receive funds from the federal government. This extends the time it takes to process the submission packet to a maximum of five working days.

VI. DISBURSEMENT PACKET

A. DISTRIBUTION

1. Title Company, via overnight delivery service:

a) Original, approved Application for Advance of Mortgage Proceeds (MHDC Form 2420).

b) Disbursement Schedule (MHDC Form 2430) and Contractor's Advance (MHDC Form 2440).

c) Support documentation.

d) MHDC's check or documentation regarding wire transfer of funds.

e) Cover letter of instruction.

2) Mortgagor/Owner:

a) Original, approved Application of Advance of Mortgage Proceeds (MHDC Form 2420).

b) Disbursement Schedule (MHDC Form 2430) and Contractor's Advance (MHDC Form 2440).

c) Copy of title company cover letter.

3) Architect, copies of 1) a), b), and c) above.

4) Contractor, copies of 1) a), b, and c) above.

5) Copies will be sent to other interested parties on an as needs basis.

VII. SPREADSHEETS

A) FEES

1) Fees paid in accordance with the percentage of completion:

a) Architect's fee for supervision.

b) Builder's overhead.

c) Builder's profit.

B) CONSTRUCTION RETAINAGE

1) 10% of construction/rehabilitation costs.

2) At 90% completion, retainage **may** be reduced to 5% of construction costs, if approved by MHDC's Architect, development inspecting Architect, Chief Underwriter, and owner.

3) *The remaining amount due to the contractor will be released once MHDC receives the required close-out items from the Contractor. (I.e. Letter of Credit for Latent Defects, Contractor Cost Certification, etc.)

C. STORED MATERIALS

Stored materials will only be allowed if approved by MHDC's architect or inspector and are stored in a secure bonded warehouse or on site trailer with appropriate insurance and/or security.

D. ADJUSTMENTS

1) Adjustments may be made to the previously approved contractor's/mortgagor's cost breakdown (MHDC Form 115) with a change order (G701)

a) Any changes to the Construction contract require an approved change orders (G701).

b) To apply savings in line item amounts to other line items needing increased funding requires an approved change order (G701).

c) Savings in line items remaining after the final advance of mortgage proceeds is calculated will not be advanced to the mortgagor. The Chief Underwriter may approve a reduction in tax credits, if there are any, in lieu of a reduction in the original mortgage amount. The HOME Program requires that un-disbursed funds be returned to HUD.

VIII. REQUEST RELEASE OF ESCROW FUNDS

A. **Cash escrows** held and maintained by MHDC that require submission of Request For Release of Escrow Funds (MHDC Form 2460) are:

1) Initial Completion Assurance Escrow.

2) Working Capital Escrow.

3) Off-Site Facilities Escrow.

4) Other required escrows.

B. SUBMISSION of (MHDC FORM 2460)

1) Three copies of MHDC Form 2460 are to be submitted. The form must be completed in its entirety and contain live signatures. Incomplete forms and forms without the required live signatures will be returned to the mortgagor for correction.

2) Documentation to support the request for release of escrow funds must be attached.

C. PROCESSING

MHDC will review the form and supporting documentation for accuracy and completeness. *If everything is in order,* MHDC will process the request in a maximum of five working days.

D. DISTRIBUTION

1) Title Company, via overnight delivery service;

a) Original, approved MHDC Form 2460.

b) Support documentation.

c) MHDC's check and escrow account spread sheet.

d) Cover letter of instruction.

2) Mortgagor/Owner;

a) Original, approved MHDC Form 2460.

b) Copy of title company cover letter of instruction.

c) Copy of escrow account spread sheet.

3) Copies will be sent to other interested parties on an as needs basis.

IX. CHANGE ORDER AIA DOCUMENT G701

A. SUBMISSION

1) Three original copies with the required live signatures.

2) Copies of drawings, specifications, documents or other supporting data.

B. PROCESSING

1) Order inspection and approval by MHDC's architect, inspector or chief underwriter.

2) Processing time will be determined by the location and travel time needed in order to inspect, but no longer than five working days from the inspection approval date.

C. DISTRIBUTION

1) Title Company;

a) Original, approved AIA Form G701.

b) Copies of support documentation.

2) Architect and Mortgagor/Owner;

a) Original, approved AIA Form G701.

3) Contractor;

a) Copy of approved AIA Form G701.

4) Copies will be sent to other interested parties on an as needs basis.

EXHIBITS

1. **APPLICATION FOR ADVANCE OF MORTGAGE PROCEEDS (MHDC Form 2420-2 for BOND Financing)**

2. **APPLICATION AND CERTIFICATION FOR PAYMENT (AIA DOCUMENT G702)**

3. **CONTINUATION SHEET (AIA DOCUMENT G703)**

4. **DISBURSEMENT SCHEDULE (MHDC FORM 2430)**

5. **CONTRACTOR'S ADVANCE (MHDC FORM 2440)**

6. **CONTRACTOR'S PREVAILING WAGE CERTIFICATE (MHDC FORM 2450)**

7. **REQUEST FOR RELEASE OF ESCROW FUNDS (MHDC FORM 2460)**

8. **CHANGE ORDER (AIA DOCUMENT G701)**

MISSOURI HOUSING DEVELOPMENT COMMISSION

APPLICATION FOR ADVANCE OF MORTGAGE PROCEEDS

MHDC FORM 2420

INSTRUCTIONS: This form is to be completed and submitted by the mortgagor in triplicate with live (original) signatures on all copies. The Contractor's Requisition Form G702-703 and copies of paid receipts and/or invoices must accompany the application. P

NAME OF PROJECT _____ MHDC NO. _____

NAME OF MORTGAGOR _____ ADVANCE NO. _____

The undersigned mortgagor hereby requests a payment of the sum of $ _____ covering advances provided for by the Capital Advance Agreement executed on the _____ day of _____, as indicated by the total amount due this application set forth in the schedule below.

ITEM	PAYEE	AMOUNT CLAIMED (A)	LENDER APPROVED (B)
1. Construction Costs per G702-703			
2. Construction Interest from to			
3. Architect's Fee			
4			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12			
TOTAL AMOUNT DUE THIS APPLICATION			

The undersigned hereby certifies that all of the above items have been paid or will be paid within five days of receipt of the funds applied for with this application.

The undersigned further certifies that all prior work, labor and materials to be paid for under this application are satisfactory and are in accordance with the contract drawings and that all required lien releases, for prior applications have been submitted to the designated title company.

_____ By _____ Date: _____

NAME OF MORTGAGOR

APPLICATION APPROVED BY MHDC

By _____ Title _____ Date: _____

Revised 2/25/03 lg

MISSOURI HOUSING DEVELOPMENT COMMISSION

APPLICATION FOR ADVANCE OF MORTGAGE PROCEEDS

MHDC FORM 2420-2 Tax Exempt Bonds

INSTRUCTIONS: This form is to be completed and submitted by the mortgagor in triplicate with live (original) signatures on all copies. The Contractor's Requisition Form G702-703 and copies of paid receipts and/or invoices must accompany the application. Payment of the Architect's Fee for supervision will be paid in accordance with the percentage of construction completed

NAME OF PROJECT _____ MHDC NO. _____

NAME OF MORTGAGOR _____ ADVANCE NO. _____

The undersigned mortgagor hereby requests a payment of the sum of $ _____ covering advances provided for by the Capital Advance Agreement executed on the _____ day of _____, as indicated by the total amount due this application set forth in the schedule below.

ITEM	PAYEE	AMOUNT CLAIMED	LENDER APPROVED	SOURCE
		(A)	(B)	(C)
1. Construction Costs per G702-703				
2. Construction Interest from to				
3. Architect's Fee				
4				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12				
TOTAL AMOUNT DUE THIS APPLICATION				

The undersigned hereby certifies that all of the above items have been paid or will be paid within five days of receipt of the funds applied for wtih this application.

The undersigned further certifies that all prior work, labor and materials to be paid for under this application are satisfactory and are in accordance with the contract drawings and that all required lien releases, for prior applications have been submitted to the designated title company.

_____ By _____ Date: _____

NAME OF MORTGAGOR

APPLICATION APPROVED BY MHDC

By _____ Title _____ Date: _____

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER:	**PROJECT:** Sample	**APPLICATION NO:** 001	**Distribution to:**
		PERIOD TO:	OWNER: ☐
		CONTRACT FOR: General Construction	ARCHITECT: ☐
FROM CONTRACTOR:	**VIA ARCHITECT:**	**CONTRACT DATE:**	CONTRACTOR: ☐
		PROJECT NOS: / /	FIELD: ☐
			OTHER: ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

1. **ORIGINAL CONTRACT SUM** ..... $ 0.00
2. **Net change by Change Orders** ..... $ 0.00
3. **CONTRACT SUM TO DATE** (Line 1 ± 2) ..... $ 0.00
4. **TOTAL COMPLETED & STORED TO DATE** (Column G on G703) ..... $ 0.00
5. **RETAINAGE:**
   a. 0 % of Completed Work (Column D + E on G703) $ 0.00
   b. 0 % of Stored Material (Column F on G703) $ 0.00

   Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... $ 0.00
6. **TOTAL EARNED LESS RETAINAGE** ..... $ 0.00
   (Line 4 Less Line 5 Total)
7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT** ..... $ 0.00
   (Line 6 from prior Certificate)
8. **CURRENT PAYMENT DUE** ..... $ 0.00
9. **BALANCE TO FINISH, INCLUDING RETAINAGE**
   (Line 3 less Line 6) $ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$ 0.00	$ 0.00
Total approved this Month	$ 0.00	$ 0.00
TOTALS	$ 0.00	$ 0.00
NET CHANGES by Change Order	$ 0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____

State of:

County of:

Subscribed and sworn to before me this day of

Notary Public:

My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... $ 0.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract

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(1096737504)

AIA® Document G703™ – 1992

Continuation Sheet

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 001
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
	GRAND TOTAL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	0.00 %	$ 0.00	$ 0.00

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User Notes:

(3896424238)

DISBURSEMENT SCHEDULE

MHDC FORM 2430

PROJECT:
MHDC NO.:
APPLICATION NO.:
APPLICATION DATE:

		WORK COMPLETED				
	SCHEDULED	PREVIOUS	THIS	COMPLETED		TO
DESCRIPTION OF WORK	VALUE	APPLICATION	APPLICATION	TO DATE	%	FINISH
Construction	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Architect Fee - Design	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Architect Fee - Supervision	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Soil Report	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Survey	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Engineering	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Construction Interest	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Bridge Loan Interest	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Construction Real Estate Taxes	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Construction Period Insurance	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
MHDC Application Fee	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
MHDC Construction Loan Fee	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Other Construction Loan Fee	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Construction Inspection Fee	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
MHDC Permanent Financing Fee	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Other Permanent Financing Fee	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Environmental Study	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Market Study	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Appraisal	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Title/Recording/Disbursing	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Legal	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Organization	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Cost Certification	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Prepaid MIP (Risk Share only)	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Contingency	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Environmental Abatement	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Historic Credit Fees	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Relocation	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
FF & E	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Other:	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Legal Acquisiton and Recording	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Acquisition Cost of Building	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Other Acquisition Related Costs	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Land	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Developer's Fee	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Consultant Fee	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Tax Credit Fee	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
AHAP Fees	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Bond Related Costs	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Syndication Costs	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Lease Up Reserve	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Operating Reserve	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Replacement Reserve	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
Other (identify)	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00
TOTAL DEV. COSTS	**$0.00**	**$0.00**	**$0.00**	**$0.00**	0.00%	**$0.00**

OWNER'S EQUITY	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
HOME FUNDS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
MHDC LOAN PROCEEDS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
	$0.00	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

Inspection Approved:

CONTRACTOR'S ADVANCE

MHDC FORM 2440

PROJECT:
MHDC NO.:
ADVANCE NO.:
Location of Property:

This request for payment is submitted for the amount of **$0.00**
for construction completed on the subject property up to the
day of , 2008, and as itemized below.

Item	Trade Description	Cost as per Breakdown A	Previously Paid B	Requested This Draw C	Completed To Date (B + C) D	Percent Complete E	Balance To Finish F	Retention G
1	Earthwork	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
2	Site Utilities	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
3	Roads & Walks	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
4	Off Site Work	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
5	Concrete	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
6	Masonry	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
7	Structrual Metals	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
8	Rough Carpentry	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
9	Finish Carpentry	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
10	Cabinets	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
11	Waterproofing	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
12	Insulation	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
13	Roofing Systems	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
14	Siding	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
15	Gutters and Downspouts	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
16	Doors and Hardward	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
17	Windows	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
18	Drywall	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
19	Flooring	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
20	Carpet	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
21	Painting	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
22	Signage	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
23	Bathroom and Closet Access	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
24	Appliances	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
25	Window Coverings	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
26	Plumbing	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
27	Fire Sprinkler	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
28	HVAC	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
29	Electrical	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
30	Fire Alarm Systems	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
31	Special Equipment	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
32	Landscaping	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
33	MHDC Approved Impact Fees	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
34	Accessory Building	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
35	Demolition (Interior Rehab)	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
36	Demolition (Land make ready)	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
37	Sheetmetal	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
	SUBTOTAL	**$0.00**	**$0.00**	**$0.00**	**$0.00**	0.00%	**$0.00**	$0.00
38	General Requirements	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
39	Builder's Overhead	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
40	Builder's Profit	$0.00	$0.00	$0.00	$0.00	0.00%	$0.00	$0.00
	TOTAL CONST.	**$0.00**	**$0.00**	**$0.00**	**$0.00**	0.00%	**$0.00**	$0.00
	Less Retention.....				$0.00			
	Total Due.....				$0.00		$0.00	
	Less Previous Payments.....				$0.00			
	Total Due This Request.....				**$0.00**			

MISSOURI HOUSING DEVELOPMENT COMMISSION

CONTRACTOR'S PREVAILING WAGE CERTIFICATE

MHDC FORM 2450

INSTRUCTIONS: For use under all sections of the State Housing Act requiring certification as to payment of prevailing wages as defined in Regulations of the Secretary of Labor, Part 3 (29 CFR Part 3). To be submitted for projects with HOME funding with each request for an advance of mortgage proceeds which includes a payment on account of construction costs.

MHDC NO.

CONTRACTOR ADVANCE NO. DATE

The undersigned, as principal contractor in connection with the construction of the above Project, states that he is fully familiar with the applicable wage determination decision of the Secretary of Labor.

He certifies that:

A copy of the applicable wage determination decision is posted in a conspicuous place at the site of the work and he has required each subcontractor as a part of his contract to agree to pay wages at rates not less than those contained in the decision .

All laborers and mechanics employed in the construction of the Project have been, to the date hereof, paid for such employment at wage rates not less than those contained in the applicable wage determination decision of the Secretary of Labor and no deductions or rebates have been made, either directly or indirectly, from the fully weekly wages earned by any person, other than permissible deductions as defined in Regulations of the Secretary of Labor, Part 3(CFR Part 3).

He has fulfilled his obligations, to the date hereof, under The Labor Standards Provisions of the Supplementary Conditions of the contract for Construction and said conditions in all subcontractors.

By

CONTRACTOR

INSPECTING ARCHITECT'S CERTIFICATE

I certify, based on my on-site observations (or those of my authorized representative) and the data compromising this requisition, that the work has progressed to the point indicated; that to the best of by knowledge, information and belief the work is in accordance with the Contract Documents; and that the Contractor is entitled to payment of the amount certified.

ARCHITECT

Date: By

Revised 2/25/03 lg

MISSOURI HOUSING DEVELOPMENT COMMISSION

REQUEST FOR RELEASE OF ESCROW FUNDS

MHDC FORM 2460

_____	_____
NAME OF PROJECT	MHDC NO.
_____	_____
NAME OF MORTGAGOR	RELEASE NO.

The undersigned hereby requests release of escrow funds in the amount of $ _____ in accordance with the provisions of the Escrow Agreement.

_____
dated _____ between

_____ (mortgagor/owner) and Missouri Housing Development
rt documentation for this request is attached.

Our records indicate that after release of the requested escrow funds is made the balance remaining in the account will be $ _____ .

_____
NAME OF MORTGAGOR

_____ By _____
DATE TITLE

APPROVAL OF RELEASE OF ESCROW FUNDS

To: _____ _____
MORTGAGOR NAME DATE

You are hereby notified that release and disbursement of the requested escrow funds in the amount of

_____ dollars

($ _____) from the _____

_____ escrow account is approved.

MISSOURI HOUSING DEVELOPMENT COMMISSION

By _____

_____ _____
DATE Title

Revised 2/25/03 lg

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Change Order

PROJECT *(Name and address)*: Sample	**CHANGE ORDER NUMBER:** 001 **DATE:** August 22, 2006	OWNER: ☐ ARCHITECT: ☐
TO CONTRACTOR *(Name and address)*:	**ARCHITECT'S PROJECT NUMBER:** **CONTRACT DATE:** **CONTRACT FOR:** General Construction	CONTRACTOR: ☐ FIELD: ☐ OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

The original Contract Sum was	$	0.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	0.00
The Contract Sum will be increased by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	0.00

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Firm name)*	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
ADDRESS	**ADDRESS**	**ADDRESS**
BY *(Signature)*	**BY** *(Signature)*	**BY** *(Signature)*
(Typed name)	*(Typed name)*	*(Typed name)*
DATE	**DATE**	**DATE**

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