

PHFA KEYSTONE RENOVATE AND REPAIR PROGRAM
Construction Completion and Final Payment Form

By signing and dating this form I am agreeing that all renovation and repair work specified in the work contract has been completed satisfactorily and any final payments due to the contractor and Local Program Administrator upon work completion should be released.

Homeowner(s)- must provide signature(s) and printed name(s):

_____	_____
Signature	Date
_____	_____
Signature	Date

Contractor- must provide signature and printed name:

_____	_____
Signature	Date
_____	_____
Signature	Date

The start of the one year warranty period provided by the contractor is from _____
Month/Day/Year

It is the homeowners' responsibility to initiate requests for warranty work and the contractor's responsibility to follow up on these requests, and perform the warranty work if the issues are with covered items, in a timely, professional manner.

Contractor Contact Information:

Name: _____

Phone Number: _____ Email: _____

Business Address (not P.O. Box): _____

Borrower Contact Information:

Borrower: _____
(Last Name) (First Name) (MI)

Co-Borrower: _____
(Last Name) (First Name) (MI)

Property Address: Street: _____
City: _____ Zip _____ County: _____

LSAMS Number: _____

Please issue an ACH or check payable to the Local Program Administrator: _____ in the amount of

\$ _____ which includes the following amounts:

**Total Amount
Requested**

\$ _____ Final Two-Thirds of R & R Loan

\$ 500.00 LPA Admin Fee (2nd Disb.)

\$ _____ LPA Inspection Fees (\$150)

\$ _____ Program Participation Fee (\$100)

\$ _____ Document Preparation Fee (\$50)

\$ _____ Assignment Fee (if applicable)

❖ **Only complete for borrowers with incomes at or below 50% of median.**

\$ _____ Title/Lien search

\$ _____ Appraisal/ Other Valuation

Determination

\$ _____ Flood Determination

\$ _____ Recording Fee

❖ **Leave this section blank if the borrower is paying for or financing these fees.**

The original of this signed and dated form should be included in the final package to PHFA, and a copy should be retained by the homeowners, contractor, and the LPA.

PHFA is glad to be working with Local Program Administrators across Pennsylvania to help borrowers repair and improve their homes. Call us at 717-780-3871 if you have any questions.