

Request for Payments and Completion Certification

This form is to be used to request all payments to contractors due to Weather-delayed improvements, and in the Purchase & Improvement and Access Home Modification Loan Programs. It is also used to inform PHFA that jobs paid for with these programs are complete. For questions and delivery information, please Call 800-822-1174; Fax 717-780-3872; or Email SFPurchasing@phfa.org

Borrower Name: _____

Borrower Address: _____

Total Cost of Repairs/Access Modifications: \$ _____

INITIAL PAYMENT	FINAL PAYMENT
Amount Requested: \$ _____	Amount Requested: \$ _____
Percentage of Total Contract: _____ (Either 25% for materials OR 50% for a mid-job payment—of total cost)	Percentage of Total Contract: _____ (Either 50% OR 75% based on Payment 1)
Date of Request:	Date of Request:
Description of Work Completed: <i>If this request is for a first payment prior to work, write "Materials Payment" in this box. The requested amount must be less than or equal to 25% of the Access Home Modification Loan amount and borrowers must indicate their approval by signing this form.</i> <i>For a 50% "mid-job" payment attach the contractor's invoice describing work completed to date or a description of work completed to date from an inspector. Indicate here the number of attached pages.</i>	Description of Work Completed: <i>(Job must be 100% complete to make Final Payment Request)</i>
Estimated Percentage of Work Completed: _____%	Estimated Percentage of Work Completed: <i>Must be 100% to request Final Payment</i> _____%

<p>Signature Statement: <i>Check appropriate statement</i></p> <p><input type="checkbox"/> <i>My signature below indicates approval for a Materials Payment to be made in the amount requested.</i></p> <p><input type="checkbox"/> By signing this form in the appropriate box below I agree that all work specified above or in attachments is finished and satisfactory. I authorize PHFA to release the payment requested.</p>	<p>Signature Statement:</p> <p>By signing this form in the appropriate box below I agree that all work specified in the contract, and described on this form as completed, is finished and is satisfactory. I authorize PHFA to release the payment requested.</p>
<p>Contractor Signature & Date:</p>	<p>Contractor Signature & Date:</p>
<p>Borrower Signature & Date:</p>	<p>Borrower Signature & Date:</p>
<p>Co-Borrower Signature & Date:</p>	<p>Co-Borrower Signature & Date:</p>
<p>Inspector/Appraiser Statement:</p> <p><i>Signature required here <u>only</u> to request a mid-job payment.</i></p> <p>I certify that I have re-inspected the subject property and the requirements or conditions set forth in the contract, and the appraisal report if this is a Purchase & Improvement Loan, have been met. Any required repairs or completion items have been done in a workmanlike manner.</p>	<p>Inspector/Appraiser Statement:</p> <p>I certify that I have re-inspected the subject property and the requirements or conditions set forth in the contract, and the appraisal report if this is a Purchase & Improvement Loan, have been met. Any required repairs or completion items have been done in a workmanlike manner.</p>
<p>Inspector/Appraiser Signature & Date:</p>	<p>Inspector/Appraiser Signature & Date:</p>