

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, Keystone Flex Purchase & Improvement with K-FIT, Access Home Modification, Homestyle 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 717-780-3871; 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 or HomeStyle 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 or Homestyle 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>

Please include the final invoice with this form when submitting the documentation to PHFA.