

**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](mailto:SFPurchasing@phfa.org)

Borrower Name: \_\_\_\_\_

Borrower Address: \_\_\_\_\_  
 \_\_\_\_\_

Total Cost of Repairs/Access Modifications: \$ \_\_\_\_\_

INITIAL PAYMENT	FINAL PAYMENT
<b>Amount Requested:</b> \$ _____	<b>Amount Requested:</b> \$ _____
<b>Percentage of Total Contract:</b> _____ (Either 25% for materials OR 50% for a mid-job payment—of total cost)	<b>Percentage of Total Contract:</b> _____ (Either 50% OR 75% based on Payment 1)
<b>Date of Request:</b>	<b>Date of Request:</b>
<b>Description of Work Completed:</b> <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>	<b>Description of Work Completed:</b> <i>(Job must be 100% complete to make Final Payment Request)</i>
<b>Estimated Percentage of Work Completed:</b> _____%	<b>Estimated Percentage of Work Completed:</b> <i>Must be 100% to request Final Payment</i> _____%

<p><b>Signature Statement:</b> <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"/> <b>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.</b></p>	<p><b>Signature Statement:</b></p> <p><b>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.</b></p>
<p><b>Contractor Signature &amp; Date:</b></p>	<p><b>Contractor Signature &amp; Date:</b></p>
<p><b>Borrower Signature &amp; Date:</b></p>	<p><b>Borrower Signature &amp; Date:</b></p>
<p><b>Co-Borrower Signature &amp; Date:</b></p>	<p><b>Co-Borrower Signature &amp; Date:</b></p>
<p><b>Inspector/Appraiser Statement:</b></p> <p><i>Signature required here <u>only</u> to request a mid-job payment.</i></p> <p><b>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 &amp; Improvement Loan or HomeStyle Loan, have been met. Any required repairs or completion items have been done in a workmanlike manner.</b></p>	<p><b>Inspector/Appraiser Statement:</b></p> <p><b>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 &amp; Improvement Loan or Homestyle Loan, have been met. Any required repairs or completion items have been done in a workmanlike manner.</b></p>
<p><b>Inspector/Appraiser Signature &amp; Date:</b></p>	<p><b>Inspector/Appraiser Signature &amp; Date:</b></p>

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

Please note that all inspections must be completed with a 1004D for funds to be disbursed.

**Authorization Request for Escrowed Mortgage Payments**

This form must be completed by the borrower when mortgage payments will be collected at closing and placed into an escrow account for the 203K or Fannie Mae Homestyle Renovation Loan Program. The maximum of six (6) monthly mortgage payments (PITI) may be included as part of the total renovation costs, if the property cannot be occupied during the renovation period. The borrower is responsible to complete this form for each monthly payment request not to exceed the number of monthly payments reserved. For questions and form submission, please call 717.780-3871; Fax 717-780-3872 or Email [sfpurchasing@phfa.org](mailto:sfpurchasing@phfa.org).

Borrower(s) Names: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
PHFA Loan Number: \_\_\_\_\_

I, the undersign, authorize Pennsylvania Housing Finance Agency (PHFA) to apply one (1) month of mortgage payment from my escrow account for my \_\_\_\_\_ payment due the 1<sup>st</sup> of the month.

\_\_\_\_\_  
Borrower signature Date

\_\_\_\_\_  
Co-Borrower signature Date

<b>For PHFA use only</b>		
Date: _____	By: _____	LSAMS#: _____
Lender # _____		