

# Request for Approval of Advance of Escrow Funds

**U.S. Department of Housing and Urban Development**  
Office of Housing  
Federal Housing Commissioner

OMB No. 2502-0018  
(Exp.09/30/2006)

Public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The information collected on this form is utilized to control the disposition of escrow funds for offsite facilities, construction changes, and unpaid construction costs and repairs pending completion or not paid at final endorsement. This collection of information is authorized by 24 CFR section 200.50. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

**Request for Approval of Advance Payment of Escrow Funds** Completed by the depository. Then submitted to HUD in triplicate.

|                                |   |                                       |
|--------------------------------|---|---------------------------------------|
| Project Name                   | Project Number                                  | Advance Number                        |
| Name of Mortgagor              |   | Date of Escrow Agreement (mm/dd/yyyy) |
| Payment Amount Requested<br>\$ | Escrow Account Balance after this payment<br>\$ |                                       |

The Payment Requested is for

- offsite facilities,
- construction changes,
- construction costs not paid at final endorsement
- noncritical repair
- capital needs assessment

The Remaining Balance is for

- offsite facilities,
- construction changes,
- construction costs not paid at final endorsement.
- noncritical repair
- capital needs assessment

The undersigned received the Request for Payment (see page 2) from the above-named sponsor/mortgagor. To the best of our knowledge, information, and belief, the sum requested is now payable.

We intend to disburse that sum on or about (date mm/dd/yyyy) \_\_\_\_\_ upon your approval.

|                        |   |                   |
|------------------------|---|-------------------|
| Name of the Depository | Name & Signature of Authorized Official | Date (mm/dd/yyyy) |
|------------------------|---|-------------------|

**Note:** Original and two copies must be signed.

**Warning: HUD will prosecute** false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Approval of Advance of Escrow Funds** Completed by the Department of Housing and Urban Development.

|  |                  |
|--|------------------|
| Name & Address of Depository   |                  |
| Disbursement of funds is approved from the Escrow Deposit for  | Payment Approved |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> offsite facilities,</li> <li><input type="checkbox"/> construction changes,</li> <li><input type="checkbox"/> construction costs not paid at final endorsement.</li> <li><input type="checkbox"/> noncritical repair</li> <li><input type="checkbox"/> capital needs assessment</li> </ul> | \$               |

**Approval Recommended**

|                                  |                                       |                   |
|----------------------------------|---------------------------------------|-------------------|
| Name of Mortgage Credit Examiner | signature of Mortgage Credit Examiner | date (mm/dd/yyyy) |
|----------------------------------|---------------------------------------|-------------------|

**Authorizing Agent for the Department of Housing and Urban Development**

|      |           |                   |
|------|-----------|-------------------|
| Name | signature | date (mm/dd/yyyy) |
|------|-----------|-------------------|

**Request for Payment** To be completed by the mortgagor/borrower. To be submitted to the depository in triplicate.

|                              |                        |
|------------------------------|------------------------|
| Project Name                 | Project Number         |
| Name & Address of Depository | Amount Requested<br>\$ |

The undersigned mortgagor/borrower hereby requests a payment of funds covering advances provided for by the Escrow Agreement for:

offsite facilities heretofore executed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, as indicated by the net amount due for work performed up to the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, according to the following statement with respect to all items of construction listed in schedule "A" attached to the Agreement;

construction costs not paid at final endorsement and listed in Schedule "A" attached to the Agreement;

construction change(s) as identified by request number(s):

noncritical repairs under Section 223(f),  Section 223(a)(7), and  Preservation Capital Needs Assessment under Section 241(f).

| Item or Construction Change Request Number                | A. Estimated Cost as stated in Escrow Agreement or form HUD-92437 | B. Amounts from Final Endorsement Escrow | C. Amounts Completed             |                                 |  | D. HUD Approved Amount |
|---|---|--|----------------------------------|---------------------------------|--|------------------------|
|   |   |  | <input type="checkbox"/> Offsite | <input type="checkbox"/> 223(f) | <input type="checkbox"/> 223(a)7<br><input type="checkbox"/> Change Orders <input type="checkbox"/> 241(f) |                        |
|   | \$  | \$                                       | \$                               |                                 |  | \$                     |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
|   |   |  |                                  |                                 |  |                        |
| <b>Total</b>  | \$  | \$                                       | *                                | %                               | \$   | ** % \$                |
| <b>Less Retained 10% (Offsite/Construction Change(s))</b> |   |  |                                  |                                 | \$   | \$                     |
| <b>Balance: Total amount due to date</b>                  |   |  |                                  |                                 | \$   | \$                     |
| Less previous payments                                    |   |  |                                  |                                 | \$   | \$                     |
| Net amount due on this requisition                        |   |  |                                  |                                 | \$   | \$                     |

\* Percentage derived from subtotal of Breakdown Items (Col. C divided by Col. A)    \*\* (Col. D divided by Col. A)

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**Offsite and Construction Change Certification**

The undersigned hereby certifies that (mark the appropriate box)

the total cost has been paid in full and in cash from funds other than mortgage proceeds;

upon release of the amount deposited for this offsite item or construction change, payment in full shall be made to the contractor prior to the next request for an insured advance or loan disbursement and a receipt of payment from the general contractor shall be submitted with the next request for an insured advance or loan disbursement.

The undersigned further certifies that all work, labor and materials to be paid under this Request are satisfactory and in accordance with the contract documents.

|                            |   |                   |
|----------------------------|---|-------------------|
| Name of Mortgagor/Borrower | Signature of authorized Mortgagor/Borrower Official | Date (mm/dd/yyyy) |
|----------------------------|---|-------------------|

**Architect's Offsite and Construction Change Certification**

I certify, based on my on-site observations (or those of my authorized representative), that to the best of my knowledge, information and belief, the Work covered by the aforementioned is completed.

|                       |                   |
|-----------------------|-------------------|
| Architect's Signature | Date (mm/dd/yyyy) |
|-----------------------|-------------------|

**Inspector's Offsite and Construction Change Certification**

I certify that to the best of my knowledge, information and belief the aforementioned work has been acceptably completed.

|                       |                   |
|-----------------------|-------------------|
| Inspector's Signature | Date (mm/dd/yyyy) |
|-----------------------|-------------------|