

# Contractor's and/or Mortgagor's Cost Breakdown

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

OMB No. 2502-0044 (exp. 11/30/2006)

## Schedules of Values

Public reporting burden for this collection of information is estimated to average 4 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. This information is required to obtain benefits. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Control Number.

Section 227 of the National Housing Act (Section 126 of the Housing Act of 1954, Public Law 560, 12 U.S.C., 1715r), authorizes the collection of this information. The information is required for a general contractor when an identity of interest exists between the general contractor and the mortgagor or when the mortgagor is a non-profit entity and a cost plus contract has been used. The information is used by HUD to facilitate the advances of mortgage proceeds and their monitoring.

**Privacy Act Notice.** The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. While no assurances of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

|                 |         |                         |          |
|-----------------|---------|-------------------------|----------|
| Date            | Sponsor |                         |          |
| Project No.     |         | Building Identification |          |
| Name of Project |         |                         | Location |

This form represents the Contractors and/or Mortgagors firm costs and services as a basis for disbursing dollar amounts when insured advances are requested. Detailed instructions for completing this form are included on the reverse side.

| Line | Div. | Trade Item                     | Cost | Trade Description |
|------|------|--------------------------------|------|-------------------|
| 1    | 3    | Concrete                       |      |                   |
| 2    | 4    | Masonry                        |      |                   |
| 3    | 5    | Metals                         |      |                   |
| 4    | 6    | Rough Carpentry                |      |                   |
| 5    | 6    | Finish Carpentry               |      |                   |
| 6    | 7    | Waterproofing                  |      |                   |
| 7    | 7    | Insulation                     |      |                   |
| 8    | 7    | Roofing                        |      |                   |
| 9    | 7    | Sheet Metal                    |      |                   |
| 10   | 8    | Doors                          |      |                   |
| 11   | 8    | Windows                        |      |                   |
| 12   | 8    | Glass                          |      |                   |
| 13   | 9    | Lath and Plaster               |      |                   |
| 14   | 9    | Drywall                        |      |                   |
| 15   | 9    | Tile Work                      |      |                   |
| 16   | 9    | Acoustical                     |      |                   |
| 17   | 9    | Wood Flooring                  |      |                   |
| 18   | 9    | Resilient Flooring             |      |                   |
| 19   | 9    | Painting and Decorating        |      |                   |
| 20   | 10   | Specialties                    |      |                   |
| 21   | 11   | Special Equipment              |      |                   |
| 22   | 11   | Cabinets                       |      |                   |
| 23   | 11   | Appliances                     |      |                   |
| 24   | 12   | Blinds and Shades, Artwork     |      |                   |
| 25   | 12   | Carpets                        |      |                   |
| 26   | 13   | Special Construction           |      |                   |
| 27   | 14   | Elevators                      |      |                   |
| 28   | 15   | Plumbing and Hot Water         |      |                   |
| 29   | 15   | Heat and Ventilation           |      |                   |
| 30   | 15   | Air Conditioning               |      |                   |
| 31   | 16   | Electrical                     |      |                   |
| 32   |      | <b>Subtotal (Structures)</b>   |      |                   |
| 33   |      | Accessory Structures           |      |                   |
| 34   |      | <b>Total (Lines 32 and 33)</b> |      |                   |

| Line | Div. | Trade Item                                     | Cost | Trade Description   |           |  |           |
|------|------|--|------|---|-----------|--|-----------|
| 35   | 2    | Earth Work                                     |      |   |           |  |           |
| 36   | 2    | Site Utilities                                 |      |   |           |  |           |
| 37   | 2    | Roads and Walks                                |      |   |           |  |           |
| 38   | 2    | Site Improvements                              |      |   |           |  |           |
| 39   | 2    | Lawns and Planting                             |      |   |           |  |           |
| 40   | 2    | Unusual Site Condition                         |      | Nonresidential and Special Exterior Land Improvement (costs included in trade item breakdown) |           | Offsite Costs (costs not included in trade item breakdown) |           |
| 41   |      | <b>Total Land Improvements</b>                 |      | Description   | Est. Cost | Description  | Est. Cost |
| 42   |      | <b>Total Struct. &amp; Land Imprvts.</b>       |      |   |           |  |           |
| 43   | 1    | General Requirements                           |      |   |           |  |           |
| 44   |      | <b>Subtotal (Lines 42 and 43)</b>              |      |   |           |  |           |
| 45   |      | Builder's Overhead                             |      |   |           |  |           |
| 46   |      | Builder's Profit                               |      | <b>Total \$</b>   |           |  |           |
| 47   |      | <b>Subtotal (Lines 44 thru 46)</b>             |      | Other Fees  |           | <b>Total \$</b>  |           |
| 48   |      |  |      | Demolition (costs not included in trade item breakdown)                                       |           |  |           |
| 49   |      | Other Fees                                     |      |   |           | Description  | Est. Cost |
| 50   |      | Bond Premium                                   |      |   |           |  |           |
| 51   |      | <b>Total for All Improvements</b>              |      |   |           |  |           |
| 52   |      | Builder's Profit Paid by Means Other Than Cash |      |   |           |  |           |
| 53   |      | <b>Total for All Improvements Less Line 52</b> |      | <b>Total \$</b>   |           | <b>Total \$</b>  |           |

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**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)

|                          |      |  |      |
|--------------------------|------|--|------|
| Mortgagor                | By   | Date                                     |      |
| Contractor               | By   | Date                                     |      |
| FHA (Processing Analyst) | Date | FHA (Chief, Cost Branch or Cost Analyst) | Date |
| FHA (Chief Underwriter)  |      | Date                                     |      |

**Instructions for Completing Form HUD-2328**

This form is prepared by the contractor and/or mortgagor as a requirement for the issuance of a firm commitment. The firm replacement cost of the project also serves as a basis for the disbursement of dollar amounts when insured advances are requested. A detailed breakdown of trade items is provided along with spaces to enter dollar amounts and trade descriptions.

A separate form is prepared through line 32 for each **structure type**. A summation of these structure costs are entered on line 32 of a master form. Land improvements, General Requirements and Fees are completed through line 53 on the master 2328 **only**.

**Date**—Date form was prepared.

**Sponsor**—Name of sponsor or sponsoring organization.

**Project No.**—Eight-digit assigned project number.

**Building Identification**—Number(s) or Letter(s) of each building as designated on plans.

**Name of Project**—Sponsors designated name of project.

**Location**—Street address, city and state.

**Division**—Division numbers and trade items have been developed from the cost accounting section of the uniform system.

**Accessory Structures**—This item reflects structures, such as: community, storage, maintenance, mechanical, laundry and project office buildings. Also included are garages and carports or other buildings.

When the amount shown on line 33 is \$20,000.00 or 2% of line 32 whichever is the lesser, a separate form HUD-2328 will be prepared through line 32 for Accessory Structures.

**Unusual Site Conditions**—This trade item reflects rock excavation, high water table, excessive cut and fill, retaining walls, erosion, poor drainage and other on-site conditions considered unusual.

**Cost**—Enter the cost being submitted by the Contractor or bids submitted by a qualified subcontractor for each trade item. These costs will include, as a minimum, prevailing wage rates as determined by the Secretary of Labor.

**Trade Description**—Enter a brief description of the work included in each trade item.

**Other Fees**—Includable are fees to be paid by the Contractor, such as sewer tap fees not included in the plumbing contract. Fees paid or to be paid by the Mortgagor are not to be included on this form.

**Total For All Improvements**—This is the sum of lines 1 through 50 and is to include the total builder's profit (line 46).

**Line 52**—When applicable, enter that portion of the builder's profit (line 46) to be paid by means other than cash and/or any part of the builder's profit to be waived during construction.

**Non-Residential and Special Exterior Land Improvement Costs**—Describe and enter the cost of each improvement, i.e. on-site parking facilities including individual garages and carports, commercial facilities, swimming pools with related facilities and on-site features provided to enhance the environment and livability of the project and the neighborhood. The Design Representative and Cost Analyst shall collaborate with the mortgagor or his representative in designating the items to be included.

**Off-Site Costs**—Enter description and dollar amount including fees and bond premium for off-site improvements.

**Demolition**—Enter description and dollar amount of demolition work necessary to condition site for building improvements including the removal of existing structures, foundations, utilities, etc.

**Other Fees**—Enter a brief description of item involved and cost estimate for each item.

**Signatures**—Enter the firm name, signature of authorized officer of the contractor and/or mortgagor and date the form was completed.

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