**Request for Approval of U.S. Department of Housing** OMB Approval No. 0000-0000

### Advance of Escrow Funds and Urban Development (Exp. 00/00/00)

#### Office of Housing

Public Reporting Burden for this collection of information is estimated to average 1 hour 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, DC 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0468), Washington, DC 20503. Do not send this completed form to either of the above addresses.

**Request for Approval of Advance of Escrow Funds**: Completed by the depository institution. Submit to HUD in triplicate. The definition of any capitalized term or word used herein can be found in this Request for Approval of Advance of Escrow Funds, the Regulatory Agreement between Borrower and HUD, the Note, and/or the Security Instrument.

|  |  |  |
| --- | --- | --- |
| Project Name: | Project Number: | Advance Number: |
| Name of Borrower: |  | Date of Escrow Agreement: |
| Payment Amount Requested: $ | Escrow Account Balance after this payment: $ |  |

The Payment Requested is for: The Remaining Balance is for:

[ ] offsite facilities [ ] offsite facilities

[ ] construction changes [ ] construction changes

[ ] non-critical repair [ ] non-critical repair

[ ] minor movables [ ] minor movables

[ ] construction costs not paid [ ] construction costs not paid

at final endorsement at final endorsement

[ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_

(other) (other)

The undersigned received the Request for Payment (see pages 2-3) from the above-named Borrower. 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):\_\_\_\_\_\_\_\_\_\_upon your approval.

|  |  |
| --- | --- |
| Name of the Depository Institution: | Name/signature of authorizing official/date: |

Note: Original and two (2) copies must be signed.

**Approval of Advance of Escrow Funds:** Completed by HUD.

|  |
| --- |
| Name & Address of Depository Institution: |
| Disbursement of funds is approved from the Escrow Deposit for:  [ ] offsite facilities  [ ] construction changes  [ ] non-critical repair  [ ] minor movables  [ ] construction costs not paid at final endorsement  [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (other)  Payment Approved: $ |
| Approval Recommended: (name/signature of Housing Project Manager/date)  X |
| Authorized Agent for HUD: (name/signature/date)  X |

**Request for Payment** to be completed by Borrower. To be submitted to the depository institution in triplicate.

|  |  |
| --- | --- |
| Project Name: | Project Number: |
| Name/address of Depository Institution: | Amount Requested: $ |

The undersigned Borrower hereby requests a payment of funds covering advances provided by the Escrow Agreement, heretofore executed on the \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_, for:

[ ] offsite facilities as indicated by the net amount due for work performed up to the \_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_, 20\_\_, according to the following statement with respect to all items of construction listed in Exhibit “A” attached to the Agreement;

[ ] construction costs not paid at final endorsement and listed in Exhibit “A” attached to the Escrow Agreement for Incomplete Construction;

[ ] construction change(s) as identified by request number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_;

[ ] non-critical repairs pursuant to Section 223(f), [ ] Section 223(a)(7),

or [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(other).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |
|  | $ | $ | $ | $ |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total | $ | $ | \* % $ | \*\* % $ |
| Less Retained % |  |  | $ | $ |
| Balance: Total Amount due to date |  |  | $ | $ |
| Less previous payments |  |  | $ | $ |
| Net amount due on this requisition |  |  | $ | $ |

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

Each signatory below hereby certifies that each of their statements and representations contained in this instrument and all their supporting documentation thereto are true, accurate, and complete. This instrument has been made, presented, and delivered for the purpose of influencing an official action of HUD in insuring the Loan, and may be relied upon by HUD as a true statement of the facts contained therein.

Name of Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: /s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name, Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: /s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name, Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ADD ADDITIONAL LINES IF MORE THAN TWO SIGNATORIES]

**Warning:**

Any person who knowingly presents a false, fictitious, or fraudulent statement or claim in a matter within the jurisdiction of the U.S. Department of Housing and Urban Development is subject to criminal penalties, civil liability, and administrative sanctions.

|  |  |
| --- | --- |
| 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 Loan 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 Borrower: | Signature of authorized Borrower Official/date  x |

|  |
| --- |
| **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 has been completed. |
| Architect’s Signature/Date:  x |
| **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:  x |

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