

**SAMPLE CERTIFICATION OF INSPECTION
AND
CONSTRUCTION CONTRACT PAYMENT REQUEST**

INTERIM INSPECTION # _____ FINAL INSPECTION _____ CASE #: _____

OWNER: _____

ADDRESS: _____

CONTRACTOR: _____

This is to acknowledge completion of _____% of the construction work in accordance with the contract dated _____.

Please proceed with payment to the contractor as follows:

ORIGINAL CONTRACT AMOUNT \$ _____

CHANGE ORDERS: #1 (+/-) \$ _____

#2 (+/-) \$ _____

TOTAL CONTRACT AMOUNT \$ _____

LESS AMOUNT OF PREVIOUS PAYMENTS \$ _____

CONTRACT BALANCE AVAILABLE \$ _____

TOTAL REQUESTED THIS PAYMENT \$ _____

REMAINING CONTRACT BALANCE AVAILABLE \$ _____

I certify that the above payment is correct and that said payment is justified by the work, which has been completed.

CONTRACTOR

DATE

I have examined the above request for payment and find that it is fair and reasonable payment for the work performed on my property and approve said payment.

PROPERTY OWNER

DATE

I have inspected the rehabilitation work on the above-named contract and found the work to be satisfactory and in full compliance with the Rehab Specifications and the Work Write-Up. I certify that the Contractor has delivered all necessary documents and papers. I authorize payment.

REHABILITATION INSPECTOR

DATE

GRANTEE REPRESENTATIVE

DATE

NOTE: The check for payment to the contractor cannot be issued prior to date of each approved inspection.