

SAMPLE NOTICE TO PROCEED

TO: Contractor

FROM: Homeowner Name(s)

SUBJECT: Notice to Proceed with Rehabilitation Construction

_____, as owner(s) of the property located at _____
award the rehabilitation contract to _____, on _____. Contractor is hereby
notified to commence work set forth in the contract on or before _____.

All work is to be done in accordance with program specifications, conditions provided in the contract, and the work write-up that has my (our) initials on each page and signature on last page.

The project must be fully complete within _____ consecutive calendar days after _____.
The date of completion of all work is, therefore _____.

If the contractor does not commence work within the specified time, I (We) may upon proper notification, consider the rehabilitation contract to be in default.

Signature of Homeowner

Date

Signature of Homeowner

Date

Signature of Contractor

Date

Signature of Grantee

Date