

# THDA Emergency Repair Program

## CHANGE ORDER

DATE: \_\_\_\_\_

CHANGE ORDER NUMBER: \_\_\_\_\_

TO: *(Contractor)*

FROM: *(Homeowner)*

PROPERTY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF CHANGES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The original Contract sum was \$ \_\_\_\_\_

Net change by previous Change Orders \$ \_\_\_\_\_

The Contract Sum prior to this Change Order was \$ \_\_\_\_\_

The Contract Sum will be \_\_\_\_ increased \_\_\_\_ decreased by this Change Order \$ \_\_\_\_\_

The new Contract Sum, including this Change Order, will be \$ \_\_\_\_\_

The Contract Time will be extended \_\_\_\_\_ by \_\_\_\_\_ days.

\_\_\_\_\_  
*Contractor (Print Name)*

\_\_\_\_\_  
*Homeowner (Print Name)*

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Homeowner Signature

APPROVAL:

\_\_\_\_\_  
ERP PROGRAM ADMINISTRATOR