

INSTRUCTIONS FOR REQUESTS FOR PAYMENT PROCESS

SIGNATURES AND DOCUMENTATION – The Request for Payment Form must be signed by two people authorized to do so and accompanied by adequate documentation of the expenditures for it to be processed. Submit the original to THDA and retain a copy for your files.

Prior to first draw you must submit the Project Set-up Form and have a finalized Environmental Review.

1. For project set-up of all projects, please include the following documentation;
 - a. Project Set-up Report Form identifying total projected NHTF costs;
 - b. Construction contract signed by the General Contractor and Developer;
 - c. If rehab of property originally built pre- 1978 Status of Compliance with Lead-Based Paint Regulations, LBP Form and LBP inspection or risk assessment.
2. Interim draws are allowed at 25%, 50%, 75%, 90% of the contract amount when the corresponding percentage of the project is completed;
3. When making an interim draw, please include the following documentation with the Request for Payment Form and;
 - a. All supporting documentation for the project expenses being paid with this draw including;
 - i. Invoices supporting hard and soft costs; change orders (if applicable) and;
 - ii. Mechanics Lien Waivers for all subcontractor expenses representing final payment and;
 - iii. General Contractor's Sworn Construction Statement of percentage of completion and;
 - iv. AIA inspection report signed by a licensed architect in support of the draw request indicating that all work and materials to be paid for with this disbursement have been furnished in accordance with the plans and specifications and;
 - v. 50% Draw must also have a completed and approved THDA Progress Review and passed rough in code inspection reports for all electrical, mechanical and plumbing work.
4. The final 10% draw will not be paid until there has been completed and approved THDA project completion review and the property has passes all required code inspections and a certificate of Occupancy has been issued.

National Housing Trust Fund Draw Request Checklist

Interim Draw Request

- _____ Request for Payment Form
 - _____ Project Set up Form (1st Draw Request Only)
 - _____ Construction Contract signed by General Contractor and Developer (1st Draw Request Only)
 - _____ LBP Form (if applicable)
 - _____ Status of Compliance with Lead-Based Paint Regulations (if applicable)
 - _____ LBP Inspection & Risk Assessment (if applicable)
 - _____ Documentation/Invoices to Support Soft Costs
 - _____ Documentation/Invoices to Support Hard Costs
 - _____ Change Orders (if applicable)
 - _____ *Mechanics Lien Waivers for all Subcontractor expenses for work
 - _____ *General Contractor's sworn Construction Statement of percentage of completion
 - _____ *AIA Inspection Report signed by licensed architect in support of the draw request indicating all work and materials to be paid for with this disbursement have been furnished in accordance with the plans and specifications
- _____ 50% Draw Request must also have a completed and approved THDA Progress Review and passed rough code inspection reports for all electrical, mechanical and plumbing work.

If making Final Draw Request, please include the following additional documentation:

- _____ Request for Payment Form
- _____ Documentation/Invoices to Support Soft Costs
- _____ Documentation/Invoices to Support Hard Costs
- _____ Change Orders (if applicable)
- _____ Passed THDA Final Progress Inspection Report
- _____ If Lead hazards identified, Lead Clearance Report
- _____ Certificate of Completion and Final Inspection
- _____ Certificate of Occupancy or equivalent
- _____ General Contractor's sworn Construction Statement of Completion

***NOTE:** These documents should be submitted with documentation supporting the work completed and being billed for to date.