

CHANGE ORDER

Change Order # _____

Prepared By: _____

APPLICANT (OWNER)

COMMUNITY ACTION AGENCY (CAA)

First Name MI Last Name

 CAA Name

PROPERTY

CAA Technician:

Technician Name: _____

Technician Telephone: _____

Technician Email: _____

Contract Date: _____

Property Street

Property City Property State Property Zip

CONTRACTOR

Contractor Name

INSTRUCTIONS: Number Change Orders in order of submission dates. *Change Orders* requiring additional funding must be accompanied by a *Change Order Invoice* to be eligible for payment. Photographs must accompany the *Change Order* when applicable.

| Item Number* | Description of Change | Cost Change |
|-------------------------------|-----------------------|-------------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| TOTAL AMOUNT REQUESTED | | \$ |

*Please use section number from Job Standards and Specifications (Appendix A of Construction Contract).

Original Contract Amount: \$ _____

Change Order Amount: \$ _____

Updated Contract Amount: \$ _____

The contract time IS EXTENDED by _____ calendar days. IS NOT EXTENDED.

New Completion Date: _____

This *Change Order* is made a part of the Contract, and the parties have hereto set their signatures:

 Applicant (Owner) Signature

Date _____

 Co-Applicant (Owner) Signature

Date _____

 Contractor Representative Signature

Date _____

 CAA Technician Signature

Date _____

 MaineHousing Technical Services Specialist or Program Officer

Date _____