

## Change Order Form

Submit this form to California Housing Finance Agency (CalHFA) for any change orders that meet or exceed the Agency's approval thresholds (15% or more of the originally approved contract amount). **Work may not proceed until written approval is received.**

Development Name: \_\_\_\_\_

Property Number: \_\_\_\_\_ Loan Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Contact Person:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Original Contract Amount: \_\_\_\_\_

Proposed Change Order Amount: \_\_\_\_\_

Percentage Increase from Original: \_\_\_\_\_

Description of Work to be Added or Modified: \_\_\_\_\_

**Justification for Change (Check all that apply):**

- ☐ Unforeseen condition
- ☐ Change in scope
- ☐ Cost overrun
- ☐ Emergency repair
- ☐ Other: \_\_\_\_\_

**Supporting Documentation (Required):**

- ☐ Updated scope of work
- ☐ Cost breakdown
- ☐ Contractor proposal(s)
- ☐ Timeline adjustments (if applicable)
- ☐ Photos or additional backup (if applicable)

**Requested Start Date for Change Order Work:** \_\_\_\_\_

**Submitted By:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**For Agency Use Only:** ☐ Approved ☐ Denied: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_