



**APPLICATION FOR DISBURSEMENT OF MORTGAGE LOAN PROCEEDS**

**735 E Michigan Ave.  
P. O. Box 30044  
Lansing, MI 48909**

**Date:  
MSHDA No.:  
Development:  
City / County:  
Mortgagor:  
Contractor:**

**APPLICATION NUMBER:**

A. You are hereby requested to disburse funds in the total amount of \$\_\_\_\_\_ in accordance with the provisions of the Building Loan Agreement dated \_\_\_\_\_ between the above Mortgagor and MSHDA. The requested disbursement is to be applied to the following line items in the commitment and paid to the following payees:

- 1) Description: \_\_\_\_\_ \$  
Payee: \_\_\_\_\_  
Address: \_\_\_\_\_
- 2) Description: \_\_\_\_\_ \$  
Payee: \_\_\_\_\_  
Address: \_\_\_\_\_
- 3) Description: \_\_\_\_\_ \$  
Payee: \_\_\_\_\_  
Address: \_\_\_\_\_
- 4) Description: \_\_\_\_\_ Interest \_\_\_\_\_ \$  
Payee: \_\_\_\_\_ MSHDA

TOTAL..... \$

A. The undersigned hereby certifies that all of the above items have been paid or are due and payable to the undersigned under the aforementioned Building Loan Agreement.

After disbursement of the amount requested the total amount of \$\_\_\_\_\_ will have been disbursed from Mortgage Loan proceeds and the total amount of \$\_\_\_\_\_ disbursed from the Mortgagor's cash escrow of funds required over and above Mortgage Loan proceeds, if any, to complete the development.

The undersigned further certifies that Hazard Insurance, as required under the Building Loan Agreement, is in full force and effect upon whatever improvements are now upon the mortgaged premises including, but not limited to, materials stored on the site for which disbursement is being requested. It is also certified that all prior work, labor, and materials to be paid pursuant to this Application for Disbursement of Mortgage Loan Proceeds, if any, are satisfactory and in accordance with contract documents.

*Dated:* \_\_\_\_\_

*Mortgagor*

By:

Its:

**GENERAL CONTRACTOR'S REQUISITION**

In accordance with the Construction Contract entered into regarding the subject development and the Trade Payment Breakdown, this requisition is submitted for the amount of \$\_\_\_\_\_ for work performed through as itemized below and on Page 3.

- A Total Structures and Land Improvements Completed To Date  
(use Amount Complete To Date from Page 3 )..... \$
- B General Requirements: \_\_\_\_\_% of \$  
(use % Complete To Date from Page 3 )..... \$
- C Builder's Overhead: \_\_\_\_\_% of \$  
(use % Complete To Date from Page 3 )..... \$
- D Builder's Profit: \_\_\_\_\_% of \$  
(use % Complete To Date from Page 3 )..... \$
- E Materials Stored On-Site  
(attach listing, as required by MSHDA )..... \$
- F Total of Approved Change Orders To Date: \$ \_\_\_\_\_  
Total of Approved Change Orders Completed To Date..... \$  
(list Change Order Numbers, Amounts, requested Payment for each )
- G Subtotal (G) ..... \$
- H Less 10% Retainage..... \$
- I Less Escrow ( if applicable ) ..... \$
- J Subtotal (J) ..... \$
- K Bond Premium.....\$  
Tap Fees.....\$  
Permits.....\$  
Other ( describe ).....\$  
Subtotal (K) ..... \$
- L Subtotal (L) ..... \$
- M Less Previous Payments..... \$
- N Net Amount Due..... \$

**CERTIFICATE**

The undersigned certifies that payments have been received in the total amount of \$\_\_\_\_\_ up to the date hereof on account of the Construction Contract regarding the subject development.

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

*General Contractor*

By:  
Its:

MSHDA No.: \_\_\_\_\_ Development:

Listed below are all of the work items per the Trade Payment Breakdown in the Construction Contract. Indicate with an asterisk ( \* ) those trade items being performed by a minority subcontractor.

LINE	TRADE ITEM	Amount of Contract	% Complete To Date	Amount Complete To Date	LINE	TRADE ITEM	Contract Amount	% Complete To Date	Amount Complete To Date
1	SITE ENVIRONMENTAL MITIGATION				29	APPLIANCES			
2	EARTH WORK				30	CABINETS			
3	ROADS / WALKS				31	BLINDS / DRAPES			
4	SITE UTILITIES				32	SPECIAL CONSTRUCTION			
5	SITE IMPROVEMENTS				33	ELEVATORS			
6	LANDSCAPING				34	PLUMBING / DOMESTIC HOT WATER			
7	SITE IRRIGATION				35	FIRE PROTECTION			
8	SPECIAL SITE CONSTRUCTION				36	HEAT / VENTILATION / AIR CONDITIONING			
	TOTAL SITE WORK				37	ELECTRICAL			
9	BUILDING CONCRETE				38	LOW VOLTAGE ELECTRICAL			
10	MASONRY				39	ARCHITECTURAL ENVIRONMENTAL MITIGATION			
11	METALS					TOTAL STRUCTURES			
12	ROUGH CARPENTRY					TOTAL SITE WORK + STRUCTURES			
13	FINISH CARPENTRY				40	COMMUNITY BUILDING			
14	INSULATION				41	ACCESSORY BUILDINGS			
15	ROOFING				42	OFF-SITE IMPROVEMENTS			
16	SIDING				43	SITE SECURITY			
17	CAULKING				44	BUILDING PERMITS			
18	DOORS / HARDWARE				45	BOND PREMIUM			
19	WINDOWS				46	GENERAL REQUIREMENTS			
20	GLASS				47	BUILDER'S OVERHEAD			
21	DRYWALL				48	BUILDER'S PROFIT			
22	CERAMIC TILE				49	TAP FEES			
23	ACOUSTICAL CEILINGS				50	COST CERTIFICATION EXPENSE			
24	RESILIENT FLOORING					TOTAL CONSTRUCTION			
25	CARPETS				DO NOT WRITE IN THIS SPACE - FOR MSHDA USE ONLY:				
26	PAINTING / DECORATING								
27	SPECIALTIES								
28	SPECIAL EQUIPMENT								

\* Minority subcontractor is an African American, Hispanic, American Indian, and/or Asian American or Pacific Islander owner

**SUPERVISORY ARCHITECT'S CERTIFICATE**

**( Complete only if disbursement of Construction Funds is requested )**

I certify that either I or my authorized representative have visited the subject development within \_\_\_\_\_ days prior to the date of this Certificate to determine the true basis of cost upon which I certify this Application for Disbursement of Mortgage Loan Proceeds. I further certify that all prior work and the work, labor, and materials to be paid for under this Application are satisfactory and, to the best of my knowledge, information and belief, conform to the Contract Documents.

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

Architect

By: \_\_\_\_\_

Its: \_\_\_\_\_