



Approval and Request for Contractor Payment

Activity #: _____ DATE: _____

Name of Owner(s): _____

Property Address: _____

Name of Contractor: _____

Total Contract Amount: \$ _____

Amount Being Approved for Payment: \$ _____

Description of Work Performed:

- Roof
- Storm Doors/Exterior Doors
- Windows
- Insulation
- Modification for modernization/efficiency purposes or replacement of heating (furnaces or boilers)/cooling (full home only)/ventilation systems and water heater upgrades including on demand retrofitting
- Functioning and up to date exterior security lighting
- Appliance upgrades to energy star rating, i.e., stove, refrigerator
- Electrical upgrades or replacement – wiring of home (partial or full)

Notes, Corrections:

Workmanship:

Subrecipient Approval: I hereby certify that I have reviewed the work completed and find it acceptable as described in the Contract Work Specifications. At this time, the Contractor has completed _____% of the project and a payment of \$ _____ will be processed.

Date: _____

Subrecipient Signature

Request for Contractor Payment

I hereby express approval of the work performed and hereby agree the specified work has been performed to satisfaction by above Contractor. Further, I authorize the above payment.

Date: _____

Signature of Owner

Date: _____

Signature of Owner