

# Texas Department of Housing and Community Affairs

## Colonia Self Help Center Program



### Change Order Request Form

County:		Contract No.:	
Homeowner Name:		Building Contractor Name:	
Property Address:		Construction Contract Execution Date:	

Is this a change in the small home repair activity?  Yes  No  
 Are any permits or other clearances affected by this change order?  Yes  No

*Photos and a written justification for the change order request are required to be submitted with this form.*  
 The following change(s) is/are requested for approval to the above-identified contract:

Item No.	Was the item in the original bid	Description of Change(s) – quantities, units, unit prices, change in completion schedule, etc.	Increase/Decrease Cost

Change in Contract Price		Change in Contract Time	
Original Contract Price:		Original Contract Time:	days
Previous Change Order(s) No.  to No.		Net Change from Previous Change Orders:	days
Contract Price Prior to this Change Order:		Contract Time Prior to this Change Order:	days
Net Increase/Decrease of this Change Order:		Net Increase/Decrease of this Change Order:	days
Contract Price with all Approved Change Orders:		Contract Time with all Approved Change Orders:	days
Cumulative % Change in Contract Price:			

*TxCDBG reimbursement of costs approved by this change order is subject to approval by the OCI. This form must be submitted for approval prior to beginning the work identified above.*

Homeowner Signature	Date
Building Contractor Signature	Date
Housing Coordinator Signature	Date

**FOR OCI OFFICE USE ONLY:**

Approved By	Date
Title	
Disapproved By:	Date
Title:	