ARCHITECTURE AND COST BRANCH
INITIAL ENDORSEMENT DOCUMENT REVIEW

PROJECT NAME: _____________________________________________________________

PROJECT NUMBER: ___________________________________________________________

Answer each question. Check "N/A" only where the document/question is not applicable to the project.

PART I, ARCHITECTURAL ANALYST REVIEW

1. Request for Permission to commence Construction Prior to Initial Endorsement for Mortgage Insurance, Form FHA-2415, was executed. If yes:
   YES NO N/A
   __ __ __
   a. Construction started and has been continuous. If yes, construction started ________________
      __ __ __
       If no, comment:
       ________________________________________________________________
       ________________________________________________________________

   b. Additive or deductive change orders are in process or known to be proposed. If yes, comment:
      __ __ __
      ________________________________________________________________

   c. No known problems, e.g.: nonpayment for work or material; liens; latent conditions; errors in the survey, drawings or specifications; wet site, strike, materials shortage, or other conditions delaying continued work; municipal stop order, other sanctions or requirements for additional work; contractor or subcontractor disputes, etc.
      __ __ __
      If yes, comment:
      ________________________________________________________________
      ________________________________________________________________

   d. Comments: __________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
2. Building Permits are for the proposed improvements, acceptable, unconditional, and current. 
   If no, comment: ___  __  ___ 

3. Jurisdictional authority has given its stamp or permit, where applicable, for: storm water disposal, private water supply and sewage treatment/disposal facilities. 
   If no, comment: ___  __  ___ 

4. Assurance of Utilities 
   a. Water service letter is unconditional and reasonable in its currency. 
      If no, comment: ___  __  ___ 

   b. Sanitary sewer service letter is unconditional and is reasonable in its currency. 
      If no, comment: ___  __  ___ 

   c. Electric service letter is unconditional and is reasonable in its currency. 
      If no, comment: ___  __  ___ 

   d. Gas service letter is unconditional and is reasonable in its currency. 
      If no, comment: ___  __  ___ 

   e. District heat letter is unconditional and is reasonable in its currency. 
      If no, comment: ___  __  ___ 
f. Telephone service letter is unconditional and is reasonable in its currency.  
   If no, comment: ___________________________________________________________  
   ____________________________________________________________

   YES  NO  N/A
   ___  ___  ___


g. Cable TV letter is unconditional and is reasonable in its currency.  
   If no, comment: ___________________________________________________________  
   ____________________________________________________________

   YES  NO  N/A
   ___  ___  ___


5. Survey, Surveyor's Certificate and Title Policy.

   a. The title policy/endorsement matches the legal description on the survey.  
      If no, comment: ___________________________________________________________  
      ____________________________________________________________

   YES  NO  N/A
   ___  ___  ___


   b. Easements, encroachments and other title policy/endorsement Schedule B identified exceptions are consistent with and between the plat for recordation/survey, surveyor's certificate, site plan and other drawings.  
      If no, comment: ___________________________________________________________  
      ____________________________________________________________

   YES  NO  N/A
   ___  ___  ___


   c. Easements across other sites for project driveways, drainage outfalls, etc., are acceptably reflected in plats for recordation, and covered by maintenance agreements where used jointly with others.  
      If yes, identify: ___________________________________________________________  
      ____________________________________________________________

   YES  NO  N/A
   ___  ___  ___


   If no, comment: ___________________________________________________________  
   ____________________________________________________________


   d. The Surveyor's Certificate is dated and is acceptable.  
      If no, comment: ___________________________________________________________  
      ____________________________________________________________

   YES  NO  N/A
   ___  ___  ___
### APPENDIX 2

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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<tbody>
<tr>
<td>e. The last Survey revision date is_______________ and the survey is acceptable.</td>
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<tr>
<td>If no, comment:</td>
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<tr>
<td>f. Air rights map applies.</td>
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<td>If yes:</td>
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<tr>
<td>1) It provides vertical ways to grade for vertical transportation, emergency exits, utilities, trash chutes, etc.</td>
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<td>If no, comment:</td>
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<tr>
<td>2) It provides necessary easements for exterior and interior ingress and egress, emergency exit discharge, services, maintenance, etc.</td>
<td></td>
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<tr>
<td>If no, comment:</td>
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<tr>
<td>3) Maintenance agreements cover all facilities jointly used with others.</td>
<td></td>
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<td></td>
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<td>If yes, identify:</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>If no, comment:</td>
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</tbody>
</table>


<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The drawings and specifications, including drawing dates and revision dates, conform with those accepted for firm commitment.</td>
<td></td>
<td></td>
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<tr>
<td>If no:</td>
<td></td>
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<tr>
<td>1) Revisions are minor, dictated by issues arising after firm, and don't affect construction costs or project value.</td>
<td></td>
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<tr>
<td>If no, comment:</td>
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</tbody>
</table>
APPENDIX 2

2) Revised sheets and pages have been inserted in the drawings and specifications and are acceptable.    YES  NO  N/A
   If no, comment:

3) Addenda and attachments required for changes from the firm commitment drawings and specifications are included in the project manual.  YES  NO  N/A
   If yes, they are numbered ____________________ and dated ____________________
   If no, comment:

4) Reprocessing is required, due to changes from the drawings and specifications upon which the commitment was issued.    YES  NO  N/A
   If yes, comment:

5) Comments:

b. The Master Set and Sets 2 and 3 are signed and initialed per Handbook 4460.1 REV-1.  YES  NO  N/A
   If no, comment:

c. The correct wage decision is incorporated in the project manual.  YES  NO  N/A
   If no, the following are required:
d. The wage rate is a special determination. If yes, expiration date is: ____________________  

7. Construction Contract.

   a. Drawing sheets, specification pages, and if applicable, addenda numbers and pages, are properly identified. If no, the corrected list/index is attached.  

   b. The design architect(s) and supervisory architect are correctly listed. If no, comment:  

   c. The amendment to the construction contract for Identities of Interest Between the Contractor, Owner and Architect is attached. If no, comment:  

   d. The amendment to the construction contract for Payment for Components Stored Offsite, if applicable, is attached. If no, comment:  

8. Offsite work is involved. If yes:  

   a. The municipal jurisdiction's installation assurance letter is unconditional and reasonable in its currency. If no, comment:  

   If N/A, completion assurance is required for the following:  

   b. Construction contract(s) is/are acceptable. If yes, identify the contract(s) and work:
c. Drawings and specifications are:

1) Included in the construction documents for on-site work and are acceptably segregated by contract limit lines and divisions of the specifications.
   If no, comment:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   YES  NO  N/A
   ___  __  ___

2) Included in separate drawings and specifications from on-site work.
   If yes, identify:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   YES  NO  N/A
   ___  __  ___

3) Comment: ________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

9. Owner/Architect Agreement(s)

a. The prime architect(s) is/are:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   DESIGN  SUP
   ___  ___
   ___  ___
   ___  ___
   ___  ___
   ___  ___
   ___  ___
   ___  ___

b. There is an agreement, B-181, for each prime architect.
   If no, comment:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

   YES  NO  N/A
   ___  __  ___
c. The HUD amendment to the B-181 is referenced in Article 10 of, and attached to each Owner/Architect Agreement.  
If no, comment:  
___________________________________________________________________________

        YES  NO  N/A

  d. Each B-181 identifies the specific services to be performed by the applicable prime architect.  
If no, comment:  
___________________________________________________________________________

  e. Article 10 is acceptable for each B-181, and all referenced appendices, addenda, etc., are attached.  
If no, comment:  
___________________________________________________________________________

  f. Addendum to Owner-Arch Agreement and/or Construction Contract show(s) an identity of interest for Supervisory Arch.  
If yes, comment:  
___________________________________________________________________________

  g. Comment: ___________________________________________________________________

10. Special Conditions of the Commitment, numbered ____________, are considered in this review. Required documents have been submitted and found acceptable for them all.  
If no:  
___________________________________________________________________________

    YES  NO  N/A

    a. Special Conditions numbered ______________ have not been satisfied.  
Comment: ___________________________________________________________________

    b. The following documents must be submitted:  
___________________________________________________________________________
11. The list(s) of major movable equipment is/are acceptable, where applicable to Sect 221d SRO, 2311 232, and 242 projects. If no, comment:

If no, comment:

12. Comment:

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13. Two copies of the property insurance requirements are attached and acceptable. If no, comment:


a. The amounts shown on the Agreement and Certification are correct. If no, the following are the correct amounts:

b. The contract, including dollar amounts for general overhead and profit has been approved for each identity of interest subcontractor listed in the Certification and Agreement and the Amendment to the Construction Contract. If no, comment:

15. Construction Contract.

a. A signed approved cost breakdown, Form HUD-2328, is attached as Exhibit A to the Construction Contract. If no, comment:

b. The Inventory and Cost Breakdown for Stored Components, if applicable, is acceptable and
attached to Form HUD-2328, Exhibit A to the Construction Contract.
If no, comment:

_____________________________________________________________________

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YES  NO  N/A

\[d.\] The contract completion date is correct, and if an early start, reflects Form FHA-2415 modification requirements.
If no, the completion date should be __________

\[e.\] The contract addendum lists identities of interest indicating the need for preapproval of subcontractor contracts for general overhead and profit.
If yes, comment:

_____________________________________________________________________

16. Progress Schedule agrees with the Contract time and is acceptable.
If no, comment:

_____________________________________________________________________

17. Assurance of completion for offsite work not done by municipality is required.
If yes, for the following contracts and costs.

\[
\begin{array}{ccc}
\text{Contract} & \text{Amount} \\
\hline
\text{__________} & \$ \text{__________} \\
\text{__________} & \$ \text{__________} \\
\text{__________} & \$ \text{__________} \\
\hline
\end{array}
\]

18. The Mortgagor's and Architect's Certificate(s) is/are consistent with the B-181(s) for prime architects, and Other A&E Fees are reasonable.
If no, comment:

_____________________________________________________________________

19. Special Conditions of the Commitment numbered __________, are considered in this review.
Required documents have been submitted and found acceptable for them all.

_____________________________________________________________________

}\]
If no:

a. Special Conditions numbered __________________ have not been satisfied.
   Comment:
   ____________________________________________
   ____________________________________________

b. The following documents must be submitted;
   ____________________________________________
   ____________________________________________

If yes:

20. Major Movable Equipment is involved.
   (applicable only to 221d SRO, 231, 232 & 242 projects)
   If yes:
   a. The instrument evidencing acquisition of equipment is acceptable.
      If no, comment:
      ____________________________________________
      ____________________________________________
   b. Listed chattel and values are acceptable for the Financial Statement and Security Agreement (UCC).
      If no, comment:
      ____________________________________________
      ____________________________________________
   c. Listed chattel and values are acceptable for the Chattel Mortgage.
      If no, comment:
      ____________________________________________
      ____________________________________________

21. Comments:
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

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YES  NO  N/A
20. Major Movable Equipment is involved.                      ___  __  ___
   (applicable only to 221d SRO, 231, 232 & 242 projects)   ___  __  ___
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   a. The instrument evidencing acquisition of equipment is acceptable.
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      ____________________________________________
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      If no, comment:
      ____________________________________________
      ____________________________________________
   c. Listed chattel and values are acceptable for the Chattel Mortgage.
      If no, comment:
      ____________________________________________
      ____________________________________________

21. Comments:
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

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