

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

	YES	NO	N/A
1. Request for Permission to commence Construction Prior to Initial Endorsement for Mortgage Insurance, Form FHA-2415, was executed. If yes:	—	—	—
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: _____ _____ _____			

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	YES	NO	N/A
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: _____ _____	___	___	___

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	YES	NO	N/A
f. Telephone service letter is unconditional and is reasonable in its currency. If no, comment: _____ _____	_____	_____	_____
g. Cable TV letter is unconditional and is reasonable in its currency. If no, comment: _____ _____	_____	_____	_____
5. Survey, Surveyor's Certificate and Title Policy.			
a. The title policy/endorsement matches the legal description on the survey. If no, comment: _____ _____	_____	_____	_____
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: _____ _____	_____	_____	_____
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: _____ _____  If no, comment: _____ _____	_____	_____	_____
d. The Surveyor's Certificate is dated and is acceptable. If no, comment: _____ _____	_____	_____	_____

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	YES	NO	N/A
e. The last Survey revision date is _____ and the survey is acceptable. If no, comment: _____ _____	___	___	___
f. Air rights map applies. If yes:	___	___	___
1) It provides vertical ways to grade for vertical transportation, emergency exits, utilities, trash chutes, etc. If no, comment: _____ _____	___	___	___
2) It provides necessary easements for exterior and interior ingress and egress, emergency exit discharge, services, maintenance, etc. If no, comment: _____ _____	___	___	___
3) Maintenance agreements cover all facilities jointly used with others. If yes, identify: _____ _____  If no, comment: _____ _____	___	___	___
6. Construction Documents.			
a. The drawings and specifications, including drawing dates and revision dates, conform with those accepted for firm commitment. If no:	___	___	___
1) Revisions are minor, dictated by issues arising after firm, and don't affect construction costs or project value. If no, comment:	___	___	___

\_\_\_\_\_  
\_\_\_\_\_

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	YES	NO	N/A
2) Revised sheets and pages have been inserted in the drawings and specifications and are acceptable. If no, comment: _____ _____	___	___	___
3) Addenda and attachments required for changes from the firm commitment drawings and specifications are included in the project manual. 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. If yes, comment: _____ _____	___	___	___
5) Comments: _____ _____ _____ _____			
b. The Master Set and Sets 2 and 3 are signed and initialed per Handbook 4460.1 REV-1. If no, comment: _____ _____	___	___	___
c. The correct wage decision is incorporated in the project manual. If no, the following are required: _____ _____	___	___	___

d. The wage rate is a special determination. \_\_\_\_\_  
If yes, expiration date is: \_\_\_\_\_

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- |  | YES   | NO    | N/A   |
|--|-------|-------|-------|
| 7. Construction Contract.  |       |       |       |
| a. Drawing sheets, specification pages, and if applicable, addenda numbers and pages, are properly identified.<br>If no, the corrected list/index is attached.         | _____ | _____ | _____ |
| b. The design architect(s) and supervisory architect are correctly listed.<br>If no, comment:<br>_____<br>_____  | _____ | _____ | _____ |
| c. The amendment to the construction contract for Identities of Interest Between the Contractor, Owner and Architect is attached.<br>If no, comment:<br>_____<br>_____ | _____ | _____ | _____ |
| d. The amendment to the construction contract for Payment for Components Stored Offsite, if applicable, is attached.<br>If no, comment:<br>_____<br>_____              | _____ | _____ | _____ |
| 8. Offsite work is involved.   |       |       |       |
| If yes:  |       |       |       |
| a. The municipal jurisdiction's installation assurance letter is unconditional and reasonable in its currency.<br>If no, comment:<br>_____<br>_____                    | _____ | _____ | _____ |
| If N/A, completion assurance is required for the following:<br>_____<br>_____  |       |       |       |
| b. Construction contract(s) is/are acceptable.<br>If yes, identify the contract(s) and work:   | _____ | _____ | _____ |

\_\_\_\_\_  
\_\_\_\_\_  
If no, comment:  
\_\_\_\_\_  
\_\_\_\_\_

	YES	NO	N/A
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: _____ _____	___	___	___
2) Included in separate drawings and specifications from on-site work. If yes, identify: _____ _____ _____ _____	___	___	___
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:

\_\_\_\_ \_

\_\_\_\_\_  
\_\_\_\_\_

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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:

\_\_\_\_ \_

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: \_\_\_\_\_  
 \_\_\_\_\_

12. Comment: \_\_\_\_\_  
 \_\_\_\_\_

PART II, COST ANALYST REVIEW

	YES	NO	N/A
13. Two copies of the property insurance requirements are attached and acceptable. If no, comment: _____ _____	____	____	____

14. Agreement and Certification.

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:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ \_\_\_ \_\_\_

c. The construction contract price is correct.

If no, the correct amount is \_\_\_\_\_

\_\_\_ \_\_\_ \_\_\_

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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.

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_ \_\_\_ \_\_\_

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;

\_\_\_\_\_  
\_\_\_\_\_

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	YES	NO	N/A
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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARCHITECTURAL ANALYST

DATE

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CHIEF ARCHITECTURE AND COST	DATE	PAGES 1-11
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