

**Contractor's Requisition**  
**Project Mortgages**  
**Section 242**

**U.S. Department of Housing  
and Urban Development**  
Office of Hospital Facilities

OMB Approval No. 2502-0602  
(Exp. 08/31/2019)

**Public reporting** burden for this collection of information is estimated to average 3 hours. This includes the time for collecting, reviewing, and reporting the data. The information is being collected to obtain the supportive documentation which must be submitted to HUD for approval, and is necessary to ensure that viable projects are developed and maintained. The Department will use this information to determine if properties meet HUD requirements with respect to development, operation and/or asset management, as well as ensuring the continued marketability of the properties. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

**Warning:** Federal law provides that anyone who knowingly or willfully submits (or causes to submit) a document containing any false, fictitious, misleading, or fraudulent statement/certification or entry may be criminally prosecuted and may incur civil administrative liability. Penalties upon conviction can include a fine and imprisonment, as provided pursuant to applicable law, which includes, but is not limited to, 18 U.S.C. 1001, 1010, 1012; 13 U.S.C. 3729, 3802, 24 C.F.R. Parts 25, 28 and 30, and 2 C.F.R. Parts 180 and 2424.

To (Borrower)		Requisition Number	
Project Name	FHA Project Number	Location	

In accordance with the provision of the Construction Contract or Construction Manager Agreement, dated \_\_\_\_\_, this requisition is submitted for the amount of \$ \_\_\_\_\_ due for work performed up to \_\_\_\_\_ (date).

ITEMS	AMOUNTS REQUESTED	HUD APPROVED AMOUNT
1. Total Work Completed	\$	\$
2. Less Retained 10% (After Completion of at Least 50% of Construction, amended as per contract with written Approval of Borrower, HUD and the Surety).	\$	\$
3. Balance: Total Amount Due to Date on Account of Construction Contract.	\$	\$
4. Less: Previous Payments from Mortgage Proceeds and/or Borrower's Escrow	\$	\$
5. Net Amount Due on this Requisition	\$	\$
6. Amount of Line 5 to be paid from Construction Budget Line C1	\$	\$
7. Amount of Line 5 to be paid from Owner's Contingency Line C	\$	\$
8. Amount of Line 5 to be Paid from Cash Equity or Other Source (Specify)	\$	\$

**Contractor's Certification**

I certify that the Work covered by this requisition has been completed in accordance with the Contract Documents, and that I have actually received \$ \_\_\_\_\_ for Work performed and materials purchased up to \_\_\_\_\_ (date of previous requisition).

Signature of Contractor/Construction Manager	
Printed Name	Date (mm/dd/yyyy)

**Borrower's Architect Certification**

I certify, based on my on-site observations (or those of my authorized representative) and the data comprising this requisition, that the Work has progressed to the point indicated: that to the best of my knowledge, information and belief the Work is in accordance with the Contract Documents; and that the Contractor is entitled to payment of the amount certified.

Signature of Borrower's Architect	
Printed Name	Date (mm/dd/yyyy)

**TO BE COMPLETED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT****HUD Office of Architecture and Engineering Recommendation:** (check one)

[ ] Amount Modified [ ] No Modification

Name of Architect/Engineer:

Signature:

Date (mm/dd/yyyy)

**HUD Approval:** (fill in amount)

Net Amount Approved For Payment From Mortgage Proceeds and/or Cash Equity: \$ \_\_\_\_\_

Authorizing Agent for HUD:

Signature:

Date (mm/dd/yyyy)

**Contractor's Prevailing Wage Certification**

To	Date	Requisition No.
Project Name	Location	FHA Project Number

The undersigned, as principal contractor in connection with the construction of the above project, states that he/she is fully familiar with applicable wage determination decision of the Secretary of Labor and certifies that:

- A copy of the applicable wage determination decision is posted in a conspicuous place at the site of the work and he/she has required each subcontractor as a part of his/her contract, to agree to pay wages at rates not less than those contained in the decision.
- All laborers and mechanics employed in the construction of the project have been, to the date hereof, paid for such employment at wage rates not less than those contained in the applicable wage determination decision of the Secretary of Labor and no deductions or rebates have been made, either directly or indirectly, from the full weekly wages earned by any person, other than permissible deductions as defined in Regulations of the Secretary of Labor, Part 3 (29 CFR Part 3).
- He/She has fulfilled his/her obligation, to the date herof, under The Labor Standards Provisions of the Supplementary Conditions of the Contract for Construction and has included said conditions in all subcontracts.

This certification is executed by the undersigned for the purpose of inducing HUD to approve for insurance that certain mortgage loan, or an advance thereof, made or to be made by the borrower in connection with the construction of the project, and with the intent that HUD rely upon this certification to establish compliance with the provisions of Section 242.55 of the National Housing Act.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Signature of Contractor/Construction Manager	
Printed Name	Date (mm/dd/yyyy)