



**CHANGE ORDER**

Owner: \_\_\_\_\_ Housing Authority Date: \_\_\_\_\_ Number \_\_\_\_\_  
Development Number(s): \_\_\_\_\_ FISH No: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Architect: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

The following change is ordered in accordance with Article 8 of the General Conditions of the Contract:

The Work described above shall (increase) (decrease) (not affect) the Contract Sum by: \$ \_\_\_\_\_  
The Work described above represents an increase in the Original Contract Sum of \_\_\_\_\_ %  
The effect of all Change Orders (including this one) is to increase in the Original Contract Sum by: \_\_\_\_\_ %  
The Work described above shall (increase) (not affect) the Contract Time by \_\_\_\_\_ calendar days

- The conditions hereinbefore referred to are as follows:
- A. The aforementioned change and work affected thereby is subject to all contract stipulations and covenants.
  - B. The rights of the Owner are not prejudiced.
  - C. All claims against the Owner which are incidental to or a consequence of the aforementioned change are satisfied.
  - D. This change order is not valid until approved by the Owner, Architect, and DHCD.
  - E. Signature of the Contractor indicates agreement herewith, including adjustment to contract sum and/or contract time.

The above named Housing Authority met on \_\_\_\_\_ and voted to approve this Change Order:

Certified: \_\_\_\_\_  
Contract Officer

Approved: Architect \_\_\_\_\_  
Firm: \_\_\_\_\_  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

Reviewed: Construction Advisor  
Dept of Housing & Community Development  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: Contractor \_\_\_\_\_  
Firm: \_\_\_\_\_  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: Director of Construction Management  
Dept of Housing & Community Development  
By: \_\_\_\_\_  
Date: \_\_\_\_\_

