SAMPLE NOTICE TO PROCEED

TO: Contractor

FROM: Homeowner Name(s)

SUBJECT: Notice to Proceed with Rehabilitation Construction

Name of Homeowner(s), as owner(s) of the property located at ___ ___ Address _____ award the rehabilitation contract to Name of Contractor, on Date. Contractor is hereby notified to commence work set forth in the contract on or before Date.

All work is to be done in accordance with program specifications, conditions provided in the contract, and the work write-up that has my (our) initials on each page and signature on last page.

The project must be fully complete within Number consecutive calendar days after Date. The date of completion of all work is, therefore Date.

If the contractor does not commence work within the specified time, I (We) may upon proper notification, consider the rehabilitation contract to be in default.

_____ _____
Signature of Homeowner Date

_____ _____
Signature of Homeowner Date

_____ _____
Signature of Contractor Date

_____ _____
Signature of Grantee Date