# Virginia Housing Development Authority
## Construction Change Transmittal Form

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Change Order Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Location:</td>
<td>Change Order #:</td>
</tr>
<tr>
<td>VHDA Project #:</td>
<td>Change to Contract Amount:</td>
</tr>
<tr>
<td>VHDA Deal #:</td>
<td>Change to Contract Time:</td>
</tr>
</tbody>
</table>

- Betterment  
- Necessity  
- Value Engineering

**Documents Attached**
- AIA Form G701
- Other

**Comments:**
- ____________________________________________
- ____________________________________________
- ____________________________________________
- ____________________________________________

**To:** changeorder@VHDA.com  
**From:**

**ACCEPTANCE REVIEW FOR VHDA USE (Check all that apply)**

**Construction Control Officer (CCO)**

- Accepted  
- Not Accepted

*(If not accepted, explain):*

- ____________________________________________
- ____________________________________________

**Development Officer (DO)**

- Accepted - Amount from Contingency $______________ Time ____________  
- Not Accepted

- Accepted - Amount from Owner Equity $______________ Time ____________

*(If not accepted or if full amount & time not accepted, explain):*

- ____________________________________________

**VHDA Plan Reviewer (if applicable)**

*(Comments):*

- ____________________________________________

**Signature *:**______________________________  
**Date:**________________

*The acceptance of a change order resulting in an increased contract sum does not obligate VHDA to increase its Mortgage Loan. Acceptance of a change order resulting in a decreased contract sum may result in a decrease in the Mortgage Loan.*