



Virginia Housing Development Authority Change Orders & General Information

To promote quality developments and maintain current files, Virginia Housing Development Authority (VHDA) requires the Owners and/or General Contractor:

- ☐ To inform VHDA of *all* construction changes, as required per VHDA closing documents.
- ☐ To file the appropriate forms and discuss all changes with the Construction Control Officer.
- ☐ To request and receive approval prior to the changes taking place.

VHDA requires written notification and acceptance of construction changes that:

- ☐ Increase or decrease the contract sum (use AIA Form G701)
- ☐ Causes re-appropriation of trade payment breakdown funds (use AIA Form G701)
- ☐ After VHDA-approved plans and specifications (use appropriate AIA form)
- ☐ Involves substitution of material (use appropriate AIA form)
- ☐ Alters the project completion (use appropriate AIA form)
- ☐ Affects the contractual agreement (use appropriate AIA form)

VHDA requires two forms for submitting change orders and field orders:

- ☐ American Institute of Architects (AIA) Construction Change Forms
Appropriate AIA forms include:
 - AIA Form G701*
 - AIA Form G709*
 - AIA Form G810***Include supporting materials I.e. (Invoice and or contract) supporting change order cost.*
- ☐ Construction Change Transmittal Form
This is the VHDA form for accepting and filing the request for construction changes.

Please send all forms to the VHDA Architect and Engineering Program Assistant listed below. Be sure to attach the Construction Change Transmittal Form to the appropriate AIA form signed by the Architect, Contractor, and/or Owner.

Ms. Carol Hurdle
Architect & Engineering Program Assistant
VHDA Multifamily Development
601 S. Belvidere Street
Richmond, VA 23220

To promote quality developments all loans must comply with the Minimum Design and Construction Requirements. VHDA recognizes that sometimes it may not be possible to meet all Requirements. In these cases waivers will be considered on a case by case basis. The waiver request process is as follows:

- ☐ The Owner will submit all waiver requests to VHDA in writing; (emails are acceptable).
- ☐ After review the Design and Construction Review Committee will reply with a written response of approval or denial.



Virginia Housing Development Authority Construction Change Transmittal Form

Project Name:

Request Date:

Project Location:

VHDA Project #:

Amount:

Comments:

Documents Attached

☐ AIA Form G701 Order No.

☐ AIA Form G709 Order No.

☐ AIA Form G810 Order No.

☐ Other Order No.

Construction Change Type

☐ Change Order ☐ Field Order

To: Carol Hurdle, A&E Program Assistant
Virginia Housing Development Authority
P. O. Box 4525
Richmond, VA 23220-8525
804-343-5738 (Phone)
804-343-8444 (FAX)

From:

ACCEPTANCE REVIEW FOR VHDA USE (Check all that apply)

Construction Control Officer (CCO)

☐ Accepted ☐ Not Accepted

(If not accepted, explain): _____

Signature *: _____ Date: _____

Development Officer (DO)

☐ Accepted ☐ Not Accepted ☐ Amount Approved \$ _____

(If not accepted, explain): _____

Signature *: _____ Date: _____

Design and Construction Director (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.