



NEW HAMPSHIRE HOUSING ATTACHMENT B

PART I

INSTRUCTIONS: Owner/Agent completes Part I for prior approval of funds, *before work commences*. If this request is for ordinary turnover, or a request under \$5,000, pre-approval is not required; complete Part I and Part II then submit to the Housing Program Specialist at assetmanagement@nhhfa.org for payment. For all other requests please email the request with an estimate/scope of work to be completed to assetmanagement@nhhfa.org. *NH Housing **will not** advance funds for materials and/or work that has not yet been completed.

Property Name:	Pre-1978? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:		
Management Agent:	Total Amount Requested:			
Type of Request:	Ordinary Turnover	Under \$5,000	\$5,001 - \$19,000	Over \$20,000
Funding Source:	Replacement Reserve	Operating Account	Other Restricted Account:	

DISCLOSURE OF IDENTITY OF INTEREST

Is this award being made to a contractor or vendor with an identity of interest? ☐ Yes ☐ No

If yes, describe the relationship:

Signature of Agent:

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<input type="checkbox"/> Approved <input type="checkbox"/> Declined	N/A	Signature:	Date:
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PART II

INSTRUCTIONS: For release of payment Owner/Agent must complete Part II within 90-days of the approval of Part I or within 90-days of payment for requests that do not require prior approval. Part II must be completed with Payee information (property or vendor). If payment is to be released to a vendor, ***please submit a W-9 with the request.***

Payee:	Address:	City, State, ZIP:
Amount:	Is this a partial amount from a previously approved request? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Check Stub Comment:

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Approved Amount:	Loan #	Date:
Type Name:	Signature:	