Loan Disbursement

Yellow

☐ Neighborhood Housing Preservation
☐ Housing Development Finance
☐

☐ Original Request
☐ Replacement Check

Loan Number: _____

Borrower Name: _____

Prop Address: _____

_____

_____

Payee	Address	Description	Amount	Fund	Acct

Total Disbursement = _____

The undersigned requests loan disbursement(s) to the above payee(s) in the amount(s) listed. The Borrower certifies that such payments are in accordance with the terms and conditions of the loan documents executed in connection with the above stated loan, and (if applicable) related construction contracts or agreements for materials or services which have been filed with PHB. Additionally, the Borrower certifies that any applicable certifications, receipts, invoices or change orders are attached and properly executed, and the Borrower acknowledges acceptance of work performed and/or materials received.

Borrower's Signature: _____ Date: _____

Fund	Original Amount	Previous Bal	Draw #	Draw Amount	Remaining Bal	Notes

Construction Certification (if applicable): This request has been checked against the approved work specification contracts and has been personally inspected. Work is estimated to be _____ % complete and payments as requested above are recommended.

Construction Staff: _____ Date: _____

Approved for Payment:

Construction Staff: _____ Date: _____

Davis-Bacon Compliance: _____ Date: _____

Departmental Approval: _____ Date: _____

Budget Analyst: _____ Date: _____

Distribution:

_____ Accounting (Enter into Mitas Loan System)
_____ Accounting (Wire Transfer, if applicable)
_____ Accounting (Disbursement)
_____ Accounting (Journal Entry Prepared)

If this is a final disbursement, please check ☐
and indicate loan servicer: _____ PHB
_____ Other