

NOTICE TO PROCEED FORM
(Duplicate copies required)

DATE: _____

PROPERTY ADDRESS: _____

OWNER(S): _____

CONTRACTOR: _____

Dear [contractor name]:

Pursuant to the Construction Contract signed on _____ [date], you are hereby notified to proceed with the rehabilitation work on the property described above. Upon receipt of this notice, you are responsible for performing the rehabilitation work on said building under the terms and conditions of the Contract and in accordance with the specifications in the Work Write-Up. You should begin construction by _____ [date].

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to _____ [name of rehab specialist].

Sincerely,

[signature of project manager]

I acknowledge receipt of this notice on _____ [date].

Authorized signature: _____

Title: _____