

Texas Department of Housing and Community Affairs
Colonia Self Help Center Program



Pre-Construction Conference Report and Notice to Proceed

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|---------------------------|------------------------------|------------------|--|
| County: | | Contract Number: | |
| Homeowner Name(s): | Homeowner Address: | | |
| Building Contractor Name: | Building Contractor Address: | Contract Amount: | |

Statement of Homeowner:
I/We, the undersigned, [hereinafter referred to as Homeowner], participated at _____, on this date, in a pre-construction conference prior to signing a contract for the rehabilitation, reconstruction, or new construction of my/our property. Homeowner(s) acknowledge that I/we understand the terms of the contract, the explanation of the work to be performed by Building Contractor, the roles of the county and Colonia Self Help Center, and our responsibilities during the construction phase. Homeowner's questions have been adequately answered and I/we are aware that assistance will be provided by the county as requested.

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|------------------------|------|------------------------|------|
| Signature of Homeowner | Date | Signature of Homeowner | Date |
|------------------------|------|------------------------|------|

Statement of Building Contractor
I, the undersigned, [hereinafter referred to as Building Contractor], hereby certify that I participated in a pre-construction conference with the above-referenced Homeowner and the Colonia Self Help Center's authorized representative at the above-referenced location on this date. Building Contractor understands the procedures to be followed for work write-ups, change orders, work performance, construction, requests for inspections, and requests for payments. Building Contractor understands and hereby certifies that, upon completion, the work performed will meet or exceed all minimum construction standards, specifications, regulations, and codes as required by the Colonia Self Help Center Program and state law. Building Contractor hereby certifies that the work performed will be warranted for a period of one year from date of project completion.

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|----------------------------------|------|
| Signature of Building Contractor | Date |
|----------------------------------|------|

Statement of Colonia Self Help Center Representative
I, the undersigned, hereby certify that I participated in a pre-construction conference with the above-referenced Homeowner and Building Contractor at the above-referenced location on this date.

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| Signature of Colonia SHC Authorized Representative | Date |
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Notice to Proceed

I/We, the undersigned, hereby authorize the above-referenced Building Contractor to commence work on the property located at _____ within _____ days of the execution of this document. The property will be available to Building Contractor to perform the specified work between _____ a.m. and _____ p.m., seven days a week, unless otherwise specified by Homeowner. If Building Contractor does not commence work within the specified time, the Homeowner may, upon proper notification, consider Building Contractor to be in default.

I elect to withhold authorization to proceed until a later date at which time a separate Notice to Proceed will be issued.

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|------------------------|------|------------------------|------|
| Signature of Homeowner | Date | Signature of Homeowner | Date |
|------------------------|------|------------------------|------|