



NEW HAMPSHIRE RESIDENTIAL INSPECTION FUNDING INSTRUCTIONS

PLEASE CALL ASI AT LEAST 48 HOURS PRIOR TO THE REQUESTED INSPECTION DATE.

POST YELLOW "**NOTICE**" AND "**CERTIFICATION**" CARDS 48 HOURS PRIOR TO INSPECTION FOR FUNDING PURPOSES. (IF SUBJECT TO WEATHER, PLEASE USE PLASTIC SLEEVE)

FILL OUT REQUISITION FOR PAYMENT AS FOLLOWS ~ THIS FORM **MUST** BE SIGNED BY BOTH PARTIES. (OWNER AND BUILDER)

- A) LABEL EACH CATEGORY UNDER DESCRIPTION.
- B) TOTAL OF CATEGORY UNDER "THIS REQ."
- C) TOTAL ALL CATEGORIES AT BOTTOM.
- D) DO NOT USE "COMMENT AREA FOR ASI USE ONLY".

COMPLETE LIEN AFFIDAVIT. COLLECT AND SUBMIT LIEN WAIVERS, IF REQUIRED.

PLEASE HAVE ALL PAPERWORK IN ORDER FOR INSPECTION DATE TO ENSURE TIMELY PROCESSING OF DISBURSEMENT.

PLEASE CONTACT ASI FOR INFORMATION ON DEPOSITS FOR ORDERING OF WINDOWS OR CABINETS.

PLEASE NOTE: THE ABOVE INSTRUCTIONS MUST BE FOLLOWED TO COMPLY WITH NH STATUTE #447.

IF YOU HAVE ANY QUESTIONS PLEASE CALL ASI AT ANY TIME MONDAY THROUGH FRIDAY, 9:00 AM ~ 5:00 PM. IF LEAVING A MESSAGE, **PLEASE REFER TO PROJECT NAME, BANK AFFILIATED AND CONTRACTOR WITH ALL MESSAGES.**

REQUISITION FOR PAYMENT

Rev. 2/97

SAMPLE

ANTICIPATED FUNDING DATE

4/22/07

pan or marker only

422-423

421024

4. ANYONE CAN WITNESS.

* ANYONE CAN
WITNESS...

11A HAMPTON ROAD • EXETER, NH 03833-4807 • BUS. 603-772-1180 / FAX: 603-772-1181

REQUISITION FOR PAYMENT

PKG.#	CUSTOMER	
REQ. #	CONTRACTOR	

Original Contract Amount	\$	
Net Change Per Change Orders	\$	
Revised Contract to Date	\$	

Total Amount Completed to Date	\$	_____
Less Retainage (if applicable)	\$	_____
Total Amount Earned to Date	\$	_____
Less Previous Payments	\$	_____
Current Payment Requisitioned Hereunder	\$	_____

CUSTOMER SIGNATURE			CONTRACTOR SIGNATURE	
DESCRIPTION	THIS REQ		FOR ASI USE ONLY	
			DATE INSP.	DATE RET'D
			TIME INSP.	INSPECTOR
TOTAL REQ.	\$		INSPECTOR SIGNATURE	

LIEN AFFIDAVIT

(PLEASE PRINT CLEARLY IN ALL AREA'S EXCEPT SIGNATURE)

DATE OF THIS INSTRUMENT: _____ DAY OF _____, 200__

AMOUNT OF REQUESTED
DISBURSEMENT:

\$

NAME OF BUSINESS
REQUESTING FUNDS: _____

NAME OF INDIVIDUAL
REQUESTING FUNDS: _____

NAME OF
PROPERTY OWNER: _____

ADDRESS OF
PROPERTY: _____

THE UNDERSIGNED MORTGAGOR (OWNER) OR MORTGAGOR'S AGENT (BUILDER/SUB-CONTRACTOR/SUPPLIER) HEREBY CERTIFIES TO THE CONSTRUCTION MORTGAGEE (BANK/LENDER), THAT ALL WORK FOR WHICH THE REQUESTED DISBURSEMENT IS TO BE MADE HAS BEEN COMPLETED AND THAT ALL SUB-CONTRACTORS AND OR THEIR SUPPLIERS OF MATERIAL AND, OR LABOR HAVE BEEN PAID FOR THEIR SHARE OF SUCH WORK OR WILL BE PAID OUT OF THIS DISBURSEMENT THROUGH THE DATE LISTED ABOVE.

SIGN BY INDIVIDUAL REQUESTING FUNDS
(MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC)

TO BE FILLED OUT BY NOTARY PUBLIC

STATE OF: _____ COUNTY OF: _____

SUBSCRIBED AND SWORN TO BEFORE ME, THIS _____ DAY OF _____, 200__

NOTARY PUBLIC: _____

MY COMMISSION EXPIRES:

LIEN WAIVER

(PLEASE PRINT CLEARLY IN ALL AREA'S EXCEPT SIGNATURE)

TO ALL WHOM IT MAY CONCERN:

ASI PACKAGE # _____

THE UNDERSIGNED BUSINESS: _____

TYPE OF WORK PERFORMED: _____

UNDER AN AGREEMENT WITH: _____

PROPERTY LOCATED AT: _____

THE OWNERS OF SUCH PROPERTY ARE: _____

THEREFORE, THIS _____ DAY OF _____, 200__, FOR AND IN CONSIDERATION OF THE SUM OF \$ _____, HAS BEEN PAID AND RECEIVED, THE UNDERSIGNED DOES HEREBY WAIVE AND RELEASE ANY LIEN RIGHTS TO, OR CLAIM OF LIEN WITH RESPECT TO AND ON SAID ABOVE DESCRIBED PREMISES, AND THE IMPROVEMENTS THEREON, AND ON THE MONIES OR OTHER CONSIDERATIONS DUE OR TO BECOME DUE FROM THE OWNER, ON ACCOUNT OF LABOR, SKILL, SERVICE, MATERIAL AND/OR EQUIPMENT FURNISHED BY THE UNDERSIGNED TO OR FOR THE ABOVE DESCRIBED PREMISES AND IMPROVEMENTS THEREON TO THIS DATE WITHOUT PREJUDICE TO ASSERT ANY LIEN AS TO FUTURE DELIVERY, PERFORMANCE OR FURNISHING THAT INCREASE TOTAL VALUE DELIVERED, PERFORMED OR FURNISHED TO MORE THAN THE AMOUNT STATED ABOVE.

1. ORIGINAL CONTRACT AMOUNT:

\$

2. ADD CHANGE ORDERS:

\$

3. TOTAL CONTRACT TO DATE:

\$

4. TOTAL PAID TO DATE:

\$

5. AMOUNT THIS DATE:

\$

6. BALANCE REMAINING:

\$

Authorized Signature

Printed Name / Title

Witness

Date

NOTICE

ANTICIPATED FUNDING DATE

pen or marker only

Lender: _____
LENDING INSTITUTION

TOWN - STATE - ZIP

Jobsite: _____
ADDRESS

TOWN - STATE - ZIP

Posted Date: _____
MONTH - DAY - YEAR

Time of Posting: _____ AM _____ PM

By: _____
SIGNATURE OF CUSTOMER OR AGENT

CERTIFICATION OF

ANTICIPATED FUNDING DATE SITE POSTING

Pursuant to RSA 447:12-b, III at least 48 hours prior to requesting any funds the mortgagor (or his agent) shall post in a conspicuous place on the site, the anticipated funding date for said requisition.

This is to certify that I have posted the attached notice on said job site on the date listed below.

Date of Posting _____
MONTH - DAY - YEAR

Time of Posting _____ AM _____ PM

Customer or Agent _____
SIGNATURE

Witness _____
SIGNATURE

ASI USE ONLY