



Budget Reallocation Request

All hard cost budget reallocations must be referenced on this form and are subject to approval as provided in, but not limited to, the loan agreement. Copies of all change orders (*AIA G701 or it's approved equivalent*) must be submitted, regardless of any approval limitations.

Indicate below the reallocations being requested:

| FROM: Cost Category | FROM: Amount (\$) | TO: Cost Category | TO: Amount (\$) | Change Order: Yes (Y) / No (N) | Explanation Code: Option (#1 - #9) |
|------------------------|----------------------|----------------------|--------------------|-----------------------------------|---------------------------------------|
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***** EXPLANATION CODES *****

Requested By:

- [#1] *Adjust line to actual contract amount*
- [#2] *Increase to contract due to materials revision*
- [#3] *Decrease to contract due to materials revision*
- [#4] *Change in contract due to change in scope of work*
- [#5] *Work complete, move excess funds to contingency*
- [#6] *Reallocation for overruns from contingency*
- [#7] *New Line Item not in original budget*
- [#8] *Reallocation-cost savings*
- [#9] *OTHER*

Borrow Name:

Date: