Form RD 1924-7
(Rev. 2-97)

UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT AND
FARM SERVICE AGENCY

FORM APPROVED
OMB NO. 0575-0042

CONTRACT CHANGE ORDER

ORDER NO.
DATE
STATE
COUNTY

CONTRACT FOR

OWNER

To _____
(Contractor)

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)	DECREASE in Contract Price	INCREASE in Contract Price
	$	$
TOTALS	$	
NET CHANGE IN CONTRACT PRICE	$	

JUSTIFICATION:

The amount of the Contract will be (Decreased) (Increased) By The Sum Of: _____

_____ Dollars ($ _____).

The Contract Total Including this and previous Change Orders Will Be: _____

_____ Dollars ($ _____).

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged): _____ Days.

This document will become a supplement to the contract and all provisions will apply hereto.

Requested _____ (Owner) _____ (Date)

Recommended _____ (Owner's Architect/Engineer) _____ (Date)

Accepted _____ (Contractor) _____ (Date)

Approved by Agency _____ (Name and Title) _____ (Date)

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Agriculture, Clearance Officer, STOP 7602, 1400 Independence Avenue, S.W., Washington, D.C. 20250-7602. ***Please DO NOT RETURN this form to this address.*** *Forward to the local USDA office only. You are not required to respond to this collection of information unless it displays a currently valid OMB control number.*

POSITION 6 Form RD 1924-7 (Rev. 2-97)

ORIGINAL-BORROWER'S CASE FOLDER

Used by contractor, the borrower, borrower's engineer and the Agency approving official to effect changes in Form RD 1924-"Construction Contract," an other construction contract

The entries shown on this sample Form RD 1924-7 are intended only as an illustration of the use of the form.

(see reverse)

PROCEDURE FOR PREPARATION : RD Instruction 1924-A and 1942-A.

PREPARED BY : Borrower or borrower's Architect/Engineer for Multi-Family Housing and Community Programs projects Loan Approval Official for other projects.

NUMBER OF COPIES : Original and two, plus additional copies as appropriate.

SIGNATURES REQUIRED : Original and all copies will be signed by: Borrower as requesting the change; borrower's architect/engineer as recommending the change; contractor as accepting the change; Agency Approval Official as approving the change; other funding agencies as appropriate.

DISTRIBUTION OF COPIES : Original to borrower's District/County Office case folder; copy to contractor; copy to borrower; copies to borrower's architect/engineer, State Office, and funding other agencies as appropriate.