

# 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 its 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 (Y/N)	Explanation Code*

**Requested by:**

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**Borrower Name:**

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**Date:**

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**\*Explanation Codes**

- |    |   |
|----|---|
| 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:  |