**Instructions**

 **Form 51-8 Conditional Partial Release During Construction**

**Form 51-9 Unconditional Partial Release During Construction**

**Form 51-10 Conditional Final Release**

**Form 51-11 Unconditional Release on Final Payment**

**Texas HOME Program**

Forms 51-8 though 51-11 are submitted to TDHCA only when drawing funds for construction activities for which no title policy is in effect. If a title policy is in effect, TDHCA requires a Down Date Endorsement to the title policy.

TDHCA requires a release signed by the building contractor (“Contractor”) to be submitted with the draw request to release funds to the Contract Administrator (or RSP Participant). The Contractor (and subcontractors, suppliers, etc) selects whether the release form is Conditional or Unconditional.

Release forms should be provided to the Contract Administrator by each building contractor or supplier of labor, services, equipment, or materials prior to submission of a draw request. These forms should be retained in the Project File.

All form fields on Release forms must be completed. Release forms are not required to be notarized. The following is a list of all form fields that are present in all Release forms. Not all fields are on all forms. Please refer to this list when preparing the selected form for signature:

 **NAME OF ADMINISTRATOR** Enter name of Contract Administrator, i.e. “CITY OF ALLENTOWN”

**HOUSEHOLD NAME** Enter first and last name of head of household served, i.e. “JOHN SMITH”

**PROPERTY ADDRESS** Enter street address of assisted property, i.e. “555 MAIN STREET”

**CONTRACT NUMBER** Enter HOME contract or reservation award number, i.e. “1111111”

**ACTIVITY NUMBER** Enter project activity number, i.e. “55555”

**NAME OF MAKER OF CHECK** Enter name of the holder of the account from which payment was issued, i.e. “CITY OF ALLENTOWN”

**AMOUNT IN DOLLARS AND CENTS** Enter amount of payment in dollars and cents, i.e. “50,000.00”. The dollar sign is automatically populated.

**NAME OF PAYEE OF CHECK** Enter the name of the person or company to whom the payment was issued, i.e. “Jane Doe Construction, Inc.” or “Jane Doe”

**HOUSEHOLD/OWNER NAME** Enter name(s) of homeowners, i.e. “JOHN SMITH” or “JOHN SMITH and MARY SMITH”

**PROJECT STREET ADDRESS** Enter street address of assisted property, i.e. “555 MAIN STREET”

**PROJECT CITY** Enter city and state in which assisted property is located, i.e. “ALLENTOWN”

**PROJECT ZIP CODE** Enter zip code associated with assisted property, i.e. “77777”

**BRIEFLY DESCRIBE JOB PERFORMED** Enter brief description of work performed, i.e. “Construction of a single-family residence and related improvements on the property described above” or “Foundation and framing of property described above”.

**NAME OF PERSON WITH WHOM SIGNER CONTRACTED** Enter the name(s) of person(s) or entitiy(ies) with whom the signer of the Release contracted. For a builder, this would the contract administrator, i.e. “CITY OF ALLENTOWN”. For a subcontractor or supplier, this may be the Building Contractor, i.e. “JANE DOE CONSTRUCTION, INC.” or “JANE DOE”.

**COMPANY NAME** Enter the name of the company represented by the signer, i.e. “JANE DOE CONSTRUCTION, INC.” or “JANE DOE”.

**NAME** Enter the full name of the signer.

**TITLE** Enter the title of the signer.