



Date Stamp

REQUEST FOR DISBURSEMENT

SCEIP FILE NO	APPROVED CONTRACT AMOUNT \$	PROGRESS PAYMENT <input type="checkbox"/>	FINAL PAYMENT <input type="checkbox"/>
OWNER(S)	PROPERTY ADDRESS		
	CITY, STATE, ZIP CODE		
PICKUP DISBURSEMENT <input type="checkbox"/> Available after 3PM on the first business day of the month at the Auditor-Controller Treasurer-Tax Collector's office.		MAILING ADDRESS (IF NOT PICKING UP CHECK)	
MAIL DISBURSEMENT <input type="checkbox"/> All funds will be mailed on the first business day of the month unless pickup requested.		MAILING ADDRESS CITY, STATE, ZIP CODE	
ASSIGNED <input type="checkbox"/> Yes <input type="checkbox"/> No		IF ASSIGNED, ENTER ASSIGNEE NAME	

Required Attachments

- Finaled permit.
- Final invoices, cost statements, or equivalent from contractors.
- Receipts, statements, purchase orders, or other evidence of actual cost for items not covered in contractor invoice.

Financial Summary (from Page 2)

Disbursement to Owner (line 17) \$ _____

Settlement Charges to be paid by check (line 11) \$ _____

Check No. _____; Amt: \$ _____

Assessment Amount to be Bonded (line 22) \$ _____

Signatures

OWNER SIGNATURE	OWNER SIGNATURE
NAME (PLEASE PRINT)	NAME (PLEASE PRINT)
DATE	DATE

Disbursement Calculation Sheet on reverse side:

Enter total project invoices and settlement charges. Settlement Charges may be paid in advance to avoid financing costs. If paying in advance, payment must be received prior to receipt of disbursement check.

When page 2 calculations are complete, enter information on page 1 where indicated.

1. **Maximum Disbursement Amount** (Section 4 of Assessment Contract) \$ _____

Project Invoices / Settlement Charges

2. Number of Invoices Attached _____

- *Permit fees or Invoice* (Building permit fees not included in other invoice) \$ _____
- *Invoice* \$ _____
- *Invoice* \$ _____
- *Invoice* \$ _____
- *Invoice* \$ _____

3. **Total Project Invoices:** \$ _____

4. Title Costs¹ – Initial \$ _____

- *Financing Requests less than \$5,000 (\$50.00)*
- *Financing Requests \$5,000 to \$499,999 (\$125.00)*
- *Financing Requests \$500,000 and above require title search & insurance. Contact SCEIP for estimate.*

5. Title Costs – 2nd Project within 180 Days (\$30.00) \$ _____

6. Escrow Services (if applicable) (TBD) \$ _____

7. Assessment Lien Recording Fee² (\$66.00) \$ **66.00**

8. Multiple Disbursement Fee per Interim Disbursement (\$150.00) \$ _____

9. Other Fees (courier, FedEx, etc) \$ _____

10. **Total Settlement Charges:** \$ _____

11. Portion paid by check: \$ _____

12. Portion added to assessment: \$ _____

Disbursement Calculation

13. **Reference:** The sum of Project Invoices line 3 and Settlement Charges line 10 \$ _____

14. If settlement charges are to be paid by check, the amount for disbursement is the lesser of the two amounts: (a) Maximum Disbursement Amount line 1 or (b) Total of Project Invoices line 3 \$ _____

15. If settlement charges are being rolled into the assessment, the value of line 13 must be less than or equal to the Maximum Disbursement Amount line 1. The amount for disbursement in this case is the Total of Project Invoices line 3. \$ _____

16. If settlement charges are being rolled into the assessment and line 13 is greater than the Maximum Disbursement Amount line 1, the amount for disbursement is the Maximum Disbursement line 1, amount minus the Settlement Charges line 9. \$ _____

17. **Requested Disbursement Amount :** \$ _____

Assessment Calculation (Staff Use Only)

18. Settlement Charges being rolled into assessment from line 12 \$ _____

19. Requested Disbursement Amount from line 17 \$ _____

20. Subtotal (sum of line 18 and 19) \$ _____

21. Capitalized Interest (based on line 20 – leave blank if interest will not be financed) \$ _____

22. **Total Assessment Amount to be Bonded** (sum line 20 and 21): \$ _____

¹ Effective February 1, 2010. See prior Cost Schedule for title searches occurring before February 1, 2010.

² Assessment Lien Recording Fees are set by State law and the County Recorder's office. Effective date for new fee is January 1, 2010.