

\_\_\_\_\_

**SAMPLE FORMAT**

This is not an approved Departmental form. Its use is not prescribed, nor is it available from any Departmental administrative source. The required information may be collected in any desired format.

**ADDITIONAL REPAIR AUTHORIZATION LETTER**

DATE: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Attn: \_\_\_\_\_

Dear \_\_\_\_\_:

This serves as your authorization to provide or subcontract for service or repair item(s) checked below and on the attached specifications for the property located at \_\_\_\_\_, FHA Case No. \_\_\_\_\_. The total cost for these items shall not exceed \$ \_\_\_\_\_ (Completed by GTR).

All repairs or services are expected to be completed within \_\_\_\_\_ days from the date of this letter. If there are any questions regarding this authorization, you may contact the undersigned on \_\_\_\_\_ (Insert phone number).

Sincerely,

Government Technical Representative or  
 Chief Property Officer

**Attachment**

(The following to be completed by GTR)

Initial Repairs	\$ _____
Defective Paint Repairs	\$ _____
Spruce Up Repairs	\$ _____
Misc. Repairs	\$ _____
Total Repairs Not to Exceed	\$ _____