



## REQUEST FOR DISBURSEMENT

NET DISBURSEMENT TO ASSESSEE (ITEM 15)	EIP FILE NO.	APPROVED AMOUNT
OWNER(S)	OWNER(S)	
PROPERTY ADDRESS	CITY, STATE, ZIP CODE	

### Settlement Charges: Can be paid by check to "City of Yucaipa" or rolled into assessment

	PAYING BY CHECK	ROLL INTO ASSESSMENT
1. Title Costs	\$ _____	\$ _____
2. Escrow Services (if applicable)	\$ _____	\$ _____
3. Assessment Lien Recording Fee (\$14.00)	\$ _____	\$ _____
4. Disbursement Fee(s)	\$ _____	\$ _____
5. Other: _____	\$ _____	\$ _____
6. <b>Total Settlement Charges</b> (sum items 1 through 5)	7. \$ _____	8. \$ _____

### Invoices Submitted

9. **Total of Project Invoices** \$ \_\_\_\_\_

### Net Settlement

10. Assessment Amount (sum items 8 and 9)	(</= approved amount)	\$ _____
11. Minus Total Settlement (Item 8 above)	<b>OR</b> check # _____	\$ _____
12. <b>Net Disbursement</b> to Assessee		\$ _____

- Check here if the disbursement will be **Assigned**
- Check here if funds are to be picked up.\*

*\*All funds will be mailed on the first business day of the month in accordance with the terms noted below unless request is received to pick the funds up at the EIP Administrator's office.*

### Required Attachments

- Final permit
- Final invoice, cost statement, or equivalent from contractor.
- Receipts, statements, purchase orders, or other evidence of actual cost for items not covered in contractor invoice.
- Other: \_\_\_\_\_

By submitting this Request for Disbursement, I certify that:

1. At least 75% of the materials for which disbursement is requested have been delivered to the property and have been reasonably secured as confirmed by an onsite inspection.
2. The Requested Disbursement Amount does not exceed 50% of the Maximum Disbursement amount in the Assessment Contract.
3. No stop payment or mechanic's lien notice pertaining to the Improvements has been filed.

I understand that the City will disburse funds on the first business day of the month immediately following the month in which this Request for Progress Payment Disbursement and all Required Attachments is submitted to EIP *provided that* these documents are received by EIP at least five City business days before the end of the month. Otherwise, disbursement will be made on the first business day of the next month. Disbursement will be made to the Owner(s) identified in the Assessment Contract unless the Owner(s) have executed an Assignment of Right to Receive Payment, which is on file with EIP.

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
OWNER SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
DATE