



PRE-CONSTRUCTION CONFERENCE

TO: _____
KHC Project Specialist

Project Name: _____

Project Address: _____

City: _____ County: _____ Zip: _____

Developer: _____

Phone: _____ Email: _____

Contractor: _____

Phone: _____ Email: _____

1. Construction **cannot** start until a pre-construction conference has been held with the KHC Construction Specialist assigned to the project, all applicable loan and equity closings have taken place, and the **Notice to Proceed** has been issued.
2. It is the developer's responsibility to contact the Construction Specialist to request the pre-construction conference. The request must allow at least two weeks' notice prior to the expected conference date.
3. Once the conference has been held and the Construction Specialist's signature is obtained, this form must be submitted to your assigned KHC Project Specialist, who will then execute the bottom and return it to the developer when all pre-construction and closing requirements have been met – this will serve as the developer's **Notice to Proceed**.
4. This **fully executed** form is mandatory before any funds beyond initial closing may be disbursed. After receipt of the Notice to Proceed, the developer must notify the KHC Construction Specialist and Project Specialist of the actual date construction will begin. **By signing below, the developer and contractor acknowledge their understanding of these procedures. Unauthorized start of construction without a Notice to Proceed may result in capacity score reductions, penalty fees, or both.**

Developer Signature

Contractor Signature

KHC Construction Specialist Signature

Date of Pre-construction Conference

Desired Construction Start Date: _____ *(note: construction cannot begin until Notice to Proceed is issued)*

*Email or mail this completed form to your project specialist at:
Kentucky Housing Corporation, Multifamily Programs, 1231 Louisville Road, Frankfort, KY 40601*

NOTICE TO PROCEED:

KHC Project Specialist Signature

Date