



## Covered Activity Notification

Portfolio Administration File

CDM Memorandum 8.2

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# Form N1

## Notification of Intent to Perform Covered Activity on OHCS Portfolio Asset

A. General Information		Department Use	
01	Notification Date:	<input type="checkbox"/>	
02	Property Name:	Date Received	
03	Property Address:	<input type="checkbox"/>	
		AMC Portfolio ID	
		Notes:	
B. Owner / Owner Representative			
01	Name:		
02	Telephone No:		
03	Email Address:		
04	<u>Acknowledgment:</u> My signature below acknowledges that this Notification has been made with my knowledge.		
	X		
C. Property Description			
01	Original Construction Date:		
02	Rehabilitation Date:		
03	Number of Dwelling Units:		
04	Primary Clientele:		
05	Current/Prior Funding Sources:		
		Internal Notifications / Dates:	
		Architect	
		CA	

## D. Project Definition

Please provide a brief response to the items listed below. You may attach additional sheets to this Notification Form if needed. Information provided on additional sheets must reference the appropriate item number given in the left column of this form.

01	Reason for Work:	
02	Initial Project Description: (Brief Overview Only)	
03	Initial Cost Estimate Figure:	
04	Desired Construction Start date:	
05	Proposed Sources of Funding:	
06	Funders other than OHCS (If Applicable)	
07	Impact on Residents During Construction:	

**Department Use Only**  
 Section E (below) to be completed by the AMA

After the Department has received sections A through D of this form from the notifying party, the Department's assigned AMA will identify Department requirements below. This list identifies only a portion of all project information that may be required by the AMA over the course of the project. The AMA may adjust project requirements at any time (add, modify, remove) as they deem appropriate to the specific nature of the proposed project.

<b>E. Department Requirments</b>		
<b>Pre-Construction</b>		<b>Comment</b>
01	Lic. Architect Consultation	
02	Construction Drawings & Specifications	
03	GC Contract (AIA Form Required)	
04	Proposed Project Funding	
05	CNA / PCA	
06	Contractor's Cost Estimate with Schedule of Values	
07	Contractor's Fee or Bid	
08	Project Schedule	
09	Department Written Approval to Commence Construction	
<b>During Construction</b>		<b>Comment</b>
10	Lic. Architect Construction Observation & Field Reports	
11	Draw Requests	
12	AIA G702 and AIA G703 (General Contractor Payment Application)	
13	Change Order Requests	
<b>At Construction Completion</b>		<b>Comment</b>
14	Certificate of Substantial Completion	
15	County/City Code Authority Sign-Offs	
16	Architect's Punch List	
17	Department Final Inspection Site Visit	
18	Photographs	