

Fund Control Number: _____

Date: _____

Owner(s) Name: _____

Contractor Name: _____

Job Address: _____

CLOSING INSTRUCTIONS

- (1) **CERTIFICATION OF COMPLETION TO CLOSE:** I/We, the undersigned certify that this job has been satisfactorily completed and you may proceed and are instructed to close this fund control as set forth herein.
- (2) **AMENDMENT TO FUND CONTROL CONTRACT AMOUNT:** I/We, the undersigned instruct fund control to amend the fund control agreement dated _____ between _____ called owner and _____ called contractor to read:
The fund control amount shall be: _____
- (3) **AMENDMENT TO FUND CONTROL VOUCHER(S):** I/We, the undersigned agree that we have received and reviewed the enclosed and attached documents setting forth all amounts received and deposited by fund control and all amounts distributed by fund control. I/We, the undersigned instruct fund control as follows:
Please mark correct box:
☐ Close fund control with no further amendment to any prior voucher; or
☐ Close fund control after the following vouchers are paid: _____
or
☐ Close fund control with amendment to the following voucher(s): _____
or
☐ Close the fund control after voiding the following voucher(s): _____
- (4) **DISTRIBUTION OF FUND CONTROL BALANCE:** I/We, the undersigned certify that on the above referenced control all bills have been paid and orders of disbursement accounted for, except the following: _____
I/We, the undersigned agree and instruct fund control to disburse the balance of fund control # _____ in the amount of \$ _____ to _____.
- (5) **APPROVAL OF ALL ACTIONS, INSTRUCTIONS, PAYMENTS, AND DISBURSEMENTS:**
Following the amendments and distributions as set forth above, I/We certify that all funds to be paid into fund control, including owner funding, lender funding, change orders and any add-on funding, have been received and deposited and all bills, disbursements and funds to be paid from fund control, including any ending balance, have been paid, disbursed, and accounted for.
- (6) **INDEMNITY AND HOLD HARMLESS FOR FUND CONTROL:** I/We, the undersigned, following the actions and instructions set forth herein, agree to indemnify and hold harmless, Dixieline Builders Fund Control Inc, its agents, employees, officers and directors, from and against any and all damages, claims, action, or proceedings related to or arising out of the administration of the fund control and all instructions pertaining thereto, including but not limited to any action on a mechanics lien or any action arising from paid or unpaid bills, and I/We further agree to pay any and all reasonable attorney fees or legal costs incurred or paid on behalf of or for the benefit of Dixieline Builders Fund Control, Inc. I/We agree that the indemnity and hold harmless as set forth herein shall survive the close and termination of the fund control.

Owner Date

Owner Date

Contractor Date

Dixieline Builders Fund Control Date