September 29, 2025

Contractor Business Name

Contractor Address

City, State, Zip

Re: Proposal Acceptance Notice

Homeowner: Click or tap here to enter text.

Property Address: Click or tap here to enter text.

Bid Amount: Click or tap here to enter text.

Dear Click or tap here to enter text. ,

**You may not begin work or incur any project-related expenses until the Three-Party Agreement is fully executed.**

We have reviewed your proposal for the above-referenced project. The proposed project costs are satisfactory and accepted. You are authorized to perform the work as specified in the scope of work, following program standards and applicable state and local codes.

**To proceed with the Three-Party Agreement, please submit the following information to [Subrecipient Contact Name], Program Manager, at [Contact Email] as soon as possible so we can finalize the agreement without delay:**

* General Liability Insurance (with New Mexico Mortgage Finance Authority listed as additionally insured)
* Proposed **Project Start Date**
* A **list of all materials** that will be used for the project
* A **list of all subcontractors**, including licenses subcontractor name, contractor type and license number:

Invoices for reimbursement may be submitted up to **once per week. Note:** MFA is not responsible for any travel costs incurred before the project contract is awarded.

Thank you for your participation in the **HOME Rehab Program administered by [Subrecipient Contact Name] on behalf of Housing New Mexico.** For questions, contact [Subrecipient Contact Name] at [Contact Phone].

Sincerely,

[Your Name]  
[Your Title]