RENOVATION CHANGE BUDGET REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Record the original cost allowance and written new scope separately.

STEP 2 Track actual payment only when verified; do not count quotes as paid.

STEP 3 Ask for written acceptance and update your total project baseline.

STEP 4 Which fact or document still needs checking?

RENOVATION CHANGE BUDGET REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

CHANGE OR ALLOWANCE ITEM	PLANNED EXTRA COST	PAID EXTRA COST	APPROVAL STATUS	SCOPE, WRITTEN SIGN-OFF AND INVOICE SOURCE

Outstanding question or record to confirm

RENOVATION CHANGE BUDGET REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Record the original cost allowance and written new scope separately.

Concrete next action	Owner / due

ACTION 2 Track actual payment only when verified; do not count quotes as paid.

Concrete next action	Owner / due

ACTION 3 Ask for written acceptance and update your total project baseline.

Concrete next action	Owner / due

IMPORTANT CONTEXT

Your entered figures cannot validate contractor licensing, workmanship, contract rules or tax treatment.

- [ ] Source checked
- [ ] Next action assigned