

Quick Check

Standard Required Items Checklist

We've prepared checklists of the standard required items for everyone involved in order to ensure that the application and closing go smoothly. Many of the forms listed are available on our Web site at www.builders-capital.com.

Broker Checklist

Please provide Builders Capital with these required items:

- ✓ Completed property appraisal
- ✓ Preliminary title report
- ✓ Signed Broker Submission Form, 1003 Loan Application, and Credit Report
- ✓ Permanent financing letter
- ✓ Escrow information including contact person, phone and fax numbers

Borrower Checklist

Please provide Builders Capital with these required items:

- ✓ Loan deposit of \$200
- ✓ Approved copy of plans
- ✓ Lot purchase information/ purchase and sale agreement
- ✓ Building permit
- ✓ Septic/well design and approval (if applicable)
- ✓ Names and phone numbers of all utilities involved in project
- ✓ Invoices for work completed to date (if any)
- ✓ Certificate of liability insurance listing Builders Capital Mortgage as insured

Contractor Checklist

Please provide Builders Capital with these required items:

- ✓ Contractor Information Form (preferably Builders Capital form)
- ✓ Construction cost breakdown
- ✓ Construction time line and coordination letter
- ✓ Contractor license/bond information
- ✓ Home marketing and sales summary (spec construction only)
- ✓ Borrower/builder contract (custom only)

