

CONSTRUCTION LENDING NETWORK

a division of Lender Services Network, Inc.

Loan Consultant	Reference Number
Borrower Name(s) & Address	Telephone Number(s)

BUILDER ITEMS

- **BUILDER'S RESUME:** The form must be completed in detail, including personal name(s), addresses, social security number, etc. Please be sure to include area codes for the telephone numbers.

CONSTRUCTION ITEMS

1. **BUILDING PLANS:** Include foundation plan, floor plan (with dimensions) and all four elevations.
2. **COST BREAKDOWN:** Please be sure it is totaled correctly, with all items identified. The form must be signed by both the borrower(s) and the builder.
3. **DESCRIPTION OF MATERIALS (SPECS):** The form also must be signed and dated by the borrower(s) and the builder. The specific vendor of such items as appliances, fixtures, plumbing, etc. are not required just be sure to list what will be there so that the appraiser can give the project the appropriate value for those items.
4. **CONTRACT:** Fixed price or stipulated sum contract only. Contract total must match cost breakdown sum. The contract must include start date, estimated completion date, total price (matching cost breakdown), disbursement method which should read (as per lenders policy and/or program), borrowers name, builders name, address of the project and signed by all parties.
5. **PLOT PLAN:** Lot dimensions, set backs and easements.
6. **SEPTIC DESIGN PERMIT:** If applicable.
7. **WELL:** Well log (two-hour sample) and water purity test, if applicable.
8. **LOT PURCHASE INFORMATION:** HUD-1 or purchase and sale agreement to verify purchase price and date.