



BUILDER INFORMATION

FIRM NAME: _____ DATE: _____

ADDRESS: _____
City, State, Zip Code

CONTACT NAME
+ TELEPHONE NUMBER(S): _____

BORROWER/
CUSTOMER NAME: _____

TYPE OF BUSINESS:

Corporation	Limited Liability Company
Partnership	Sole Proprietorship

TAX ID #: _____

BUILDERS LICENSE #: _____

NUMBER OF YEARS IN BUSINESS: _____

DATE OF INCORPORATION
(IF APPLICABLE): _____

INDICATE THE NAME, ADDRESS, & TELEPHONE NUMBER
TO YOUR WORKMAN'S COMPENSATION AND PUBLIC
LIABILITY INSURANCE AGENT: _____

HOW MANY HOUSES HAVE YOU BUILT IN THE LAST TWELVE MONTHS? _____

HOW MANY SALES CLOSED? _____ WHAT PRICE RANGE DO YOU BUILD IN? _____

Inventory of House Under Construction:

PROPERTY LOCATION	MORTGAGE LENDER	STAGE OF CONSTRUCTION	SALES PRICE

**Attach list if more space is needed*

List At Least Two Sub-Contractors and Suppliers Used (Past and Present):

NAME	ADDRESS	PHONE NUMBER/FAX #

BUILDER INFORMATION CONTINUED

Please attach the following and return with this form:

CHECKLIST:
Copy of Builder's License.
Resume stating construction experience.
Copy of Workman's Compensation and Liability Insurance.
Copy of Articles of Incorporation, Corporate Resolution, or Partnership Agreement or Assumed Name Certificate.
One year complete and signed tax returns (both personal and partnership or corporate returns, (if applicable)).
Signed year-to-date profit and loss statement and year-to-date balance sheet statement.



BUILDER INFORMATION

FIRM NAME: _____ DATE: _____

ADDRESS: _____
City, State, Zip Code

CONTACT NAME +
TELEPHONE NUMBER(S): _____

BORROWER/
CUSTOMER NAME: _____

BACKGROUND INFORMATION

YES NO

DOES YOUR COMPANY CARRY LIABILITY
INSURANCE?

WORKERS COMPENSATION? IF NO, WHY?
(Please attach declaration pages from policy)

ARE YOU CURRENTLY INVOLVED IN LITIGATION?
(If yes please attach an explanation)

FILED FOR BANKRUPTCY LAST 7 YEARS?
(If yes please attach an explanation)

DO YOU HAVE ANY JUDGMENTS?
(If yes please attach an explanation)

OVERALL CONSTRUCTION EXPERIENCE

TYPE OF BUSINESS:

Corporation	Limited Liability Company	Stick Built	Manufactured
Partnership	Sole Proprietorship	Multifamily	Modular
Condo	Townhome	Commercial	Other

TAX ID #: _____

BUILDERS LICENSE #: _____

NUMBER OF YEARS IN BUSINESS: _____

DATE OF INCORPORATION
(IF APPLICABLE): _____

OVERALL CONSTRUCTION EXPERIENCE CONTINUED

INDICATE THE NAME, ADDRESS, & TELEPHONE NUMBER
TO YOUR WORKMAN'S COMPENSATION AND PUBLIC
LIABILITY INSURANCE AGENT:

HOW MANY HOUSES HAVE YOU BUILT IN THE LAST YEAR?

HOW MANY HOUSES HAVE YOU BUILT IN THE LAST FIVE YEARS?

PRICE RANGE OF HOMES BUILT IN LAST THREE YEARS?

AVERAGE NUMBER OF MONTHS TO COMPLETE:

HOW MANY SALES CLOSED?

WHAT PRICE RANGE DO YOU BUILD IN?

CURRENT INVENTORY

NUMBER OF HOUSES IN PROGRESS

\$ _____

NUMBER OF HOUSES COMPLETED
NOT SOLD

\$ _____

CURRENT INVENTORY: *(ATTACH SEPERATE SHEET OF CURRENT HOME INVENTORY)*

Inventory of House Under Construction:

PROPERTY LOCATION	MORTGAGE LENDER	STAGE OF CONSTRUCTION	SALES PRICE

**Attach list if more space is needed*

List At Least Two Sub-Contractors and Suppliers Used (Past and Present):

NAME	ADDRESS	PHONE NUMBER/FAX #

The following additional items will be required prior to the commencement of construction:

Please also attach the following and return with this form:

CHECKLIST 1	CHECKLIST 2
<p>Lot purchase contract or HUD-I Settlement Statement.</p> <p>Construction contract.</p> <p>Copy of the plans and specifications signed by you and the borrower.</p> <p>Sworn statement listing a complete cost breakdown.</p> <p>Copy of the Building Permit.</p> <p>Title Commitment to include recorded restrictive covenants. (Builder or Mortgage Center L.C. may order).</p> <p>Appointment of Designee, signed by the purchasers.</p> <p>A Notice of Commencement provided to Title Company for recording, a copy of which must be posted at the job site along with blank Notice of Furnishing forms.</p> <p>Copy of Workman's Compensation and Liability Insurance.</p> <p>A Construction Loan Agreement from Mortgage Center L.C., signed by you and the borrower.</p> <p>A survey site map of the property indicating the proposed building site. A foundation survey will be required once the footings/foundation is in place.</p> <p>Site inspection prior to construction loan closing, to insure no work is in progress.</p> <p>Borrower to provide a "Builder's Risk Insurance" policy on the property naming Mortgage Center LC as the mortgagee.</p>	<p>Copy of Builder's License.</p> <p>Resume stating construction experience.</p> <p>Copy of Workman's Compensation and Liability Insurance.</p> <p>Copy of Articles of Incorporation, Corporate Resolution, or Partnership Agreement or Assumed Name Certificate.</p> <p>One year complete and signed tax returns (both personal and partnership or corporate returns, (if applicable)).</p> <p>Signed year-to-date profit and loss statement and year-to-date balance sheet statement.</p>

Acknowledgment & Authorization:

The undersigned certifies that the statements contained herein are complete and accurate to the best of his/her knowledge. The undersigned hereby acknowledges and authorizes Mortgage Center L.C. to verify banking and other financial references; payment and performance record with regard to outstanding obligations; and to order a consumer and/or business credit report. In the event derogatory information is received on the credit report or from the references, you may be required to submit additional documentation including financial information.

COMPANY NAME:

AUTHORIZED SIGNATURE/TITLE:

DATE

AUTHORIZED SIGNATURE/TITLE:

DATE

