



CONSTRUCTION LOAN PROCESSING CHECKLIST

CUSTOMER NAME: _____
PROPERTY ADDRESS: _____

PHONE NO. HOME: _____
BUSINESS: _____
CELL: _____

BUILDER NAME: _____
BUSINESS ADDRESS: _____

PHONE NO. BUSINESS: _____
FAX: _____
CELL: _____

- () **MORTGAGE COMMITMENT BREAKDOWN:** To be filled out by the loan officer and act as a cover sheet for the package.
- () **COST ANALYSIS:** Complete cost breakdowns. (Be specific)
- () **PLANS W/LAYOUT AND SPEC. OUTLINE:** Important to properly review any package.
- () **CONTRACT ~ PROPOSALS ~ QUOTES:** Whichever applies and supports the total cost of the project submitted.
- () **PERMITS ~ APPROVALS:** Building permit if possibly. (Septic design is extremely important for review analysis if on hand)
- () **DIRECTIONS:** Clear directions to property location.

**"THE DECISION IS REACHED BASED ON THE INFORMATION RECEIVED"
CLEAR PRESENTATION ELIMINATES NEEDLESS
DELAYS IN PROCESSING.....**



MORTGAGE COMMITMENT BREAKDOWN

BANK: _____
BRANCH: _____
LOAN OFFICER: _____
PHONE: _____
LOAN PROCESSOR: _____
PHONE: _____ FAX: _____
CUSTOMER: _____
LOAN AMOUNT: \$ _____

ANTICIPATED FUNDS TO BE RELEASED AT CLOSING:

\$ _____

(PAYOFFS / CLOSING COSTS / DEPOSITS)

(If there will be monies deducted at closing, briefly list amount and in what area)

AVAILABLE FUNDS FOR CONSTRUCTION AFTER CLOSING:

\$ _____

SPECIAL COMMENTS: (EXPLAIN ANY SHORTFALLS IF ANY)

[illegible]

