



CONSTRUCTION LOAN PROCESSING CHECKLIST

CUSTOMER NAME: _____
PROPERTY ADDRESS: _____

PHONE NO. HOME: _____
BUSINESS: _____

BUILDER NAME: _____
BUSINESS ADDRESS: _____

PHONE NO. BUSINESS: _____
FAX: _____

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

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



MORTGAGE COMMITMENT BREAKDOWN

BANK: _____
BRANCH: _____
LOAN OFFICER: _____
PHONE: _____

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)