

DEVELOPMENT AND CONSTRUCTION LOAN CHECKLIST

Please be advised that not all items may be applicable to EVERY project.

COMMERCIAL FINANCIAL INFORMATION:

- Personal financial statement {Application}
- Prior two-three years' personal tax returns {With W-2's}
- {Corporations, Partnerships, LLC's, LLP's}
 - Business tax returns for the previous three years
 - Current balance with two prior years' historical balance sheets
 - Current profit and loss statement
- Articles of incorporation or organization and by-laws
- Pre-lease agreements or proposed rent schedule

COMMERCIAL CONSTRUCTION INFORMATION:

- Commercial builder's resume' {See attached} "Must have one on file with the lender"
- Copy of current general contractor's license and business license {If applicable}
- Estimate of commercial construction costs
- Commercial materials description
- List of commercial sub-contractors and suppliers
- Commercial construction time line
- Blueprints / plans {two sets}
- Plot plan
- Earnest money agreement on lot {if applicable}
- Construction contract with buyer {if applicable}
- Prequalification {90%} letter for buyer {if applicable}
- Soils and percolation test {if applicable}
- Zoning classification
- Utility services {Available at the site}
- Final municipal or other commercial inspections {if applicable}
- Lien waivers {If applicable}
- Any investor special conditions satisfied {for long-term loan, if applicable}
- Escrow for completion {Seasonal related items due to weather, no health and safety issues allowed, if applicable}

ADDITIONAL DUE DILIGENCE ITEMS:

(which may be required on a case-by-case basis)

- Proposed energy rating {Heat loss analysis}
- Soils and percolation test {if applicable}
- Zoning classification, architectural and CCR requirements

- Commercial appraisal {"As proposed" lender will order}
- Proof of insurance {Hazard w/ builders risk endorsement and general liability} Prior to closing
- Other:

DURING THE COMMERCIAL CONSTRUCTION LOAN PROCESS:

- Disbursement request forms {to pay for sub-contractors and suppliers}
- Invoices {Save all invoices, may need to produce them during the construction loan}
- Lien waivers {if applicable}
- Lender construction inspections {the lender will make regular on-site inspections prior to construction disbursements}
- Building inspections {Municipal inspections or other commercial building inspections may be required for the project}
- As-built survey {when the foundation is in}

PRIOR TO LONG TERM COMMERCIAL LOAN CLOSING:

- Notice of completion {Filed 15 days prior to long term loan closing, if applicable}
- Recertification of as-built survey
- Well log and septic permit with health authority approval {if applicable}
- Final appraisal {Photos, recertification of value, completion of misc. work}
- Well log and septic permit {with health authority approval}
- Utility services {Available at the site}
- Appraisal {"As proposed" lender will order}
- Proof of insurance {Hazard w/course of construction or "builders risk endorsement"} Prior to closing