



### BUILDER INFORMATION

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
City, State, Zip Code

Contact Name and Telephone Number(s): \_\_\_\_\_

Borrower/Customer Name \_\_\_\_\_

Type of Business:      \_\_\_\_\_ Corporation                      \_\_\_\_\_ Limited Liability Company  
    \_\_\_\_\_ Partnership                      \_\_\_\_\_ Sole Proprietorship

Tax ID #: \_\_\_\_\_ Builder's License Number: \_\_\_\_\_

Builder's Social Security #: \_\_\_\_\_

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: \_\_\_\_\_

List the name, address, social security #(s) and telephone # for all principals, partners, or officers below:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How many houses have you built in the last twelve months? \_\_\_\_\_

How many sales closed? \_\_\_\_\_ What price range do you build in? \_\_\_\_\_

**Inventory of houses under construction:**

Property Location	Mortgage Lender	Stage of Construction	Sales Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\*Attach list if more space is needed

**List at least 5 sub-contractors and suppliers used (past and present):**

Name	Address	Telephone Number / Fax #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**BUILDER INFORMATION CONT'D**

**Sub-contractors and suppliers used (past and present) continued:**

Name	Address	Telephone Number / Fax #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**List the last 3 current new home customer references:**

Name	Address	Phone	Year Built
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**List financial references, including bank accounts and those lenders handling current construction loans, include the name and phone number of a contact person:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach the following and return with this form:**

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

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

1. Lot purchase contract or HUD-I Settlement Statement.
2. Construction contract.
3. Copy of the plans and specifications signed by you and the borrower.
4. Sworn statement listing a complete cost breakdown.
5. Copy of the Building Permit.
6. Title Commitment to include recorded restrictive covenants. (Builder or Mortgage Center L.C. may order).
7. Appointment of Designee, signed by the purchasers.
8. 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.
9. A Construction Loan Agreement from Mortgage Center L.C., signed by you and the borrower.
10. 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.
11. Site inspection prior to construction loan closing, to insure no work is in progress.
12. Borrower to provide a "Builder's Risk Insurance" policy on the property naming Mortgage Center LC as the mortgagee.

**BUILDER INFORMATION CONT'D**

**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