



CONSTRUCTION LOAN PROCESSING CHECKLIST

BORROWER NAME:	_____
PROPERTY ADDRESS:	_____

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

BUILDER NAME:	_____
BUSINESS ADDRESS:	_____

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

- 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 costs of the project submitted.
- PERMITS ~ APPROVALS:** Building permit if possible. (Septic design is extremely important for review analysis if on hand)
- DIRECTIONS:** Clear directions to property location.

ATTENTION: The decision is reached based on the information received.
Clear presentation helps to eliminate needless delays in processing!



MORTGAGE COMMITMENT BREAKDOWN

BANK: _____
BRANCH ADDRESS: _____
LOAN OFFICER: _____
PHONE: _____
LOAN PROCESSOR: _____
PHONE: _____ **FAX:** _____
EMAIL: _____
BORROWER: _____

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)

