



NATIONAL CAPITAL FUNDING, LTD.

Construction Underwriting Submission Checklist for Renovation Loans

Borrower(s) _____

_____ *NCF Renovation Loan Registration Form*

_____ Permanent Lender's Credit Underwriting Approval

_____ * HUD-92700: 203(k) and Streamlined (k) Maximum Mortgage Worksheet

_____ ** USDA RD Guaranteed w/Repair Escrow Loan Worksheet

_____ Appraisal with all improvements listed on Repairs & Updates Addendum and reflecting "After-Improved Value"

_____ Form 1003 URLA

_____ *Renovation Loan Borrower's Disclosure*

_____ Pre-Purchase Home Inspection (if applicable)

_____ Current Purchase Contract between Seller and Borrower(s) (if applicable)

_____ * M & M Contractor Appraisal (HUD REPO Only - If over 6 months old, borrower has the option to obtain new appraisal)

The Following Are Required from Each Contractor:

_____ *Renovation Loan Homeowner/Contractor Agreement*

_____ Contractor Bids/Proposals Signed by Contractor and Accepted by Borrower

_____ Estimate Breakdown of Material Costs on Contractor's Letterhead

_____ *Renovation Loan Draw Request Disclosure*

_____ *Important Notice Regarding Contingency Funds on Renovation Loans*

_____ *Renovation Loan Contractor Profile Report*

_____ *Renovation Loan Indemnity Agreement* or Contractor's Evidence of Liability Insurance

_____ Contractor's License (if applicable)

* FHA Streamlined (k) Loans Only

** USDA RD Guaranteed w/Repair Escrow Loans Only

italicized Forms Available at www.ncfunding.net

PLEASE NOTE: Renovation Loan Submissions from the Originator/Processor directly to NCF will no longer be accepted. The Permanent Lender's Underwriting Dept. will submit the above items for Construction Underwriting Approval to NCF.

National Capital Funding, Ltd.

Attn: Renovation Loan Dept.

14405 Walters Road, Suite 350

Houston, TX 77014-1390

Phone: (281) 537-0073 Fax: (281) 537-5698

E-mail: renovate@ncfunding.net



NATIONAL CAPITAL FUNDING, LTD.

RENOVATION LOAN REGISTRATION FORM

PLEASE MAKE SURE THAT ALL SECTIONS ARE COMPLETED.

Loan & Originator Information:

Date Registered: _____ / _____ / _____

Permanent Lender: _____ Loan #: _____ Loan Amt: \$ _____

Type: FHA Streamlined (k) USDA w/Repair Escrow Purpose: Purchase Refinance

Originator's Company: _____ Originator: _____

Processor: _____ E-mail: _____

Phone: (_____) _____ Fax: (_____) _____

Borrower & Property Information:

Borrower: _____
First Middle Last

Co-Borrower: _____
First Middle Last

Property Address: _____

City: _____ County: _____ State: _____ Zip: _____

Title Company Information:

Company Name: _____ Contact: _____

Address, City, State, Zip: _____

Phone: (_____) _____ Fax: (_____) _____ E-mail: _____

1 - Contractor Information:

Company Name: _____ Contact: _____

Address, City, State, Zip: _____

Phone: (_____) _____ Fax: (_____) _____ E-mail: _____

2 - Contractor Information:

Company Name: _____ Contact: _____

Address, City, State, Zip: _____

Phone: (_____) _____ Fax: (_____) _____ E-mail: _____

PLEASE ATTACH SHEET FOR ADDITIONAL CONTRACTORS

**RENOVATION LOAN
BORROWER'S DISCLOSURE**

Borrower(s): _____

Property Address: _____

City: _____ State: _____ Zip: _____

Lender: _____

Borrower hereby warrants and represents (which warranties, covenants, agreements and representations shall survive the making of any and all advances) to Lender, its agents, successors and/or assigns (hereinafter collectively called "Lender") as follows:

Borrower acknowledges that Borrower will select and investigate or has selected and investigated the background, experience and reputation of any and all contractors (hereinafter referred to as "Contractors") who will furnish labor, material or other services for the construction of said improvements and that Lender has, and shall have, no responsibility or liability whatever for such persons or for the quality of their materials or workmanship.

Borrower acknowledges that Lender has the right to verify the acceptability of Borrower's selection of any or all Contractors in accordance with the guidelines set forth by the Department of Housing and Urban Development (hereinafter referred to as "HUD") and, additionally, Lender has the right to disallow any or all Contractors that do not meet the guidelines for Contractors as set out by HUD.

Borrower understands that these statements and acknowledgments are made for the purpose of inducing the Lender to advance the money pursuant to the terms of the Loan documents, and the Lender is relying upon the truth and accuracy of the statements made in advancing such loan proceeds. Further, Borrower agrees to indemnify and save Lender, its agents, successors and/or assigns, harmless against costs, damages, attorney's fees, expenses and liabilities which it may incur or sustain in connection with the incorrectness of any of these representations or any court action arising therefrom and will pay the same upon demand. Borrower further agrees to indemnify and save Lender, its agents, successors and/or assigns, harmless from any claims by or against the Contractor or any subcontractors or material suppliers.

EXECUTED this _____ day of _____, 20__.

Borrower's Signature

Date

Co-Borrower's Signature

Date

**203(k) and Streamlined (k)
Maximum Mortgage Worksheet**

See Public Reporting Statement on the back before completing this form (See Notes 1 thru 8 on back)

**U.S. Department of Housing
and Urban Development**
Office of Housing
Federal Housing Commissioner

OMB Approval
No. 2502-0527
(exp. 04/30/2011)

Borrower's Name & Property Address (include street, city, State, and zip code)		FHA Case Number		No. of Units		HUD REO? <input type="checkbox"/> Yes <input type="checkbox"/> NO		<input type="checkbox"/> Purchase <input type="checkbox"/> Refinance <input type="checkbox"/> Streamlined (k) (Note 6) Purchase Date (owned less than 12 months) <input type="text"/>	
		Type:		<input type="checkbox"/> Owner-Occupant <input type="checkbox"/> Nonprofit <input type="checkbox"/> Government Agency					
A. Property Information		1. Contract Sales Price Or <input type="checkbox"/> Existing Debt \$	2. 'As-is' Value (Note 1) \$	3. After-improved Value \$	4. 110% of A3 (Note 8) \$	5. Borrower Paid Closing Costs + Prepays (Refinance) \$		6. Allowable energy Improvements (Note 2)	
B. Rehabilitation and Other Allowable Costs		1. Total Cost of Repairs (Line 36, HUD-9746-A) includes the improvements in A6 and REO Lead Based Paint Stabilization							\$
		2. Contingency Reserve on Repair Costs (_____ %) (10 to 20% of B1)							\$
		3. Inspection Fees (_____ x \$ _____ per inspection)+ Title Update Fee (_____ x \$ _____ per draw)							\$
		4. Mortgage Payments Escrowed (_____ months x \$ _____) if uninhabited (Note 7)							\$
		5. Sub-Total for Rehabilitation Escrow Account (Total of B1 thru B4)							\$
		6. Architectural and Engineering Fees (Exhibits) (Note 7)							\$
		7. Consultant Fees (including mileage, if applicable) (\$ _____ + _____ miles @ _____ /mile) (Note 7)							\$
		8. Permits							\$
		9. Other Fees (explain in Remarks)							\$
		10. Sub-Total (Total of B5 thru B9)							\$
		11. Supplemental Origination Fee for both 203k and Streamlined (k) (greater of \$350 or 1.5% of B10)							\$
		12. Discount Points on Repair Costs and Fees (B10x _____ %)							\$
		13. Sub-Total for Release at Closing (Total of B6 thru B9 + B11 and B12 (Note 3))							\$
		14. Total Rehabilitation Cost (Total of B5 and B13 minus A6) (Streamlined (k) can not exceed \$35,000)							\$
C. Mortgage Calculation for Purchase Transactions		1. Lesser of Sales Price (A1) or As-Is-Value (A2)							\$
		2. Total Rehabilitation Cost (B14)							\$
		3. Lesser of Sum of C1 + C2 (\$ _____) or 110% of After-Improved Value (A4)							\$
		4. Base Mortgage Amount: Sum of C3 +(-) Required Adjustment (Note 4) (\$ _____) x LTV Factor (96.5%) (Owner-Occupant) or Less Allowable Down payment/ HUD-Owned Property (\$ _____) (Note 5)							\$
D. Mortgage Calculation for Refinance Transactions		1. Sum of Existing Debt (A1) + Rehabilitation Cost (B14) + Borrower Paid Closing Costs + Prepays (A5)+ Discount on Total Loan Amt minus Discount on Repair Costs (B12) minus FHA MIP Refund (\$ _____)							\$
		2. Lesser of Sum of As-is Value (A2) (Note 1) + Rehabilitation Cost (B14) (\$ _____) or 110% of After-Improved Value (A4)							\$
		3. D2 (\$ _____) x LTV Factor (97.75%) (Owner-Occupant)							\$
		4. Base Mortgage Amount Lesser of D1 or D3 (Note 5)							\$
E. Calculation for EEM		1. Energy Efficient Mortgage (EEM) Amount (C4 or D4) + A6 (Note 2)							\$
F. Summary		UFMIP Factor	UFMIP	Total Escrowed Funds	Interest Rate	Discount Pts			
		%	\$	\$	%				
		1. Total Mortgage Amount with UFMIP (C4, or D4 or E1 + UFMIP)							\$ _____
DE Underwriter's Signature, Title & Date								CHUMS No.	
Borrower's Signature & Date (Optional)				Co-Borrower's Signature & Date (Optional)					

Remarks (Continue on separate page if needed)

Notes:

1. If owned less than 1 year, use lesser of A2 or Original Acquisition Cost plus Debts incurred for rehabilitation since acquisition.
2. Refer to Mortgage Letters 05-21, 95-46, and 93-13.
3. These Allowable Costs may be released at closing, provided paid receipts or contractual agreements requiring payment are obtained
4. Required Adjustments would include additions such as financeable repairs and improvements, energy related weatherization items, and solar energy systems, as well as subtractions including sales concessions in excess of six percent of the sales price, inducements to purchase, personal property items, etc., all as per HUD Handbook 4155.1 (May also include HUD REO Lead Based Paint Credit.)
5. Maximum Mortgage before UFMIP not to exceed statutory limit.
6. See ML 2005-50.
7. Not applicable to Streamline 203(k) transactions.
8. If Condominium limit to 100% of A3

Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information collection involves an expanded information requirement for lenders that originate and service Section 203(k) mortgages. The purpose of the information is to help mitigate program abuses. The expanded information focuses on the loan origination process and requires increased documentation and strengthened internal control procedures. Periodic reporting of the information is not required. The information also includes information that was voluntarily accepted by the 203(k) lending community. The information provides a more comprehensive basis for evaluating lender underwriting practices and thereby improves risk management of the 203(k) loan portfolio. Responses are required under Section 203(k) of the National Housing Act (12 U.S.C. 1703). No assurance of confidentiality is provided.

USDA RD GUARANTEED w/REPAIR ESCROW LOAN WORKSHEET

Borrower(s): _____

Property Address: _____

City: _____ State: _____ Zip: _____

Lender: _____

Contractor:

Quote:

1) _____ \$ _____

2) _____ \$ _____

3) _____ \$ _____

4) _____ \$ _____

5) _____ \$ _____

A: Total of Quotes: \$ _____

B: Contingency Reserve (50% of A): \$ _____

C: Inspection Fees (\$100 per Contractor): \$ _____

D: Total Repair Escrow Account (Total of A, B, C): \$ _____

RENOVATION LOAN HOMEOWNER/CONTRACTOR AGREEMENT

FHA Case #: _____

Owner(s): _____

Property Address: _____

City: _____ State: _____ Zip: _____

CONTRACTOR'S COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS, CITY, ST, ZIP: _____

PHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

THIS AGREEMENT, made this date, ____/____/____, between the above mentioned Homeowner (Owner) and Contractor, is for the rehabilitation of the property located at _____ that has been approved for mortgage insurance for an FHA loan under Section 203(k) of the National Housing Act or for a Rural Development Guaranteed Loan under USDA. The Owner(s) shall pay the Contractor the sum of \$_____ for completion of the work, including all sales tax due by law, together with such increases or decreases in the contract price as may be approved in writing by the Lender. The work will begin within 30 days of the loan closing with the Lender and will be completed by _____, unless delayed beyond the Contractor's control. The General Provisions listed below are made a part of this Agreement, between the Owner(s) and the Lender, or as described below (or on an attached sheet):

- 1. Contract Documents:** This Agreement includes all general provisions, special provisions and attached proposals that were accepted by the lender. Work not covered by this agreement will not be required unless it is required by reasonable inference as being necessary to produce the intended result. By executing this Agreement, the contractor represents that he/she has visited the site and understands local conditions, including state and local building regulations and conditions under which the work is to be performed.
- 2. Owner:** Unless otherwise provided for in the Agreement, the owner will secure and pay for necessary easements, exceptions from zoning requirements, or other actions which must precede the approval of a permit for this project. If owner fails to do so then this contract is void. If the contractor fails to correct defective work or persistently fails to carry out the work in accordance with the agreement or general provisions, the owner may order the contractor in writing to stop such work, or a part of the work, until the cause for the order has been eliminated.
- 3. Contractor:** The contractor will supervise and direct the work and the work of all subcontractors. He/she will use the best skill and attention and will be solely responsible for all construction methods and materials for coordinating all portions of the work. Unless otherwise specified in the Agreement, the contractor will provide for and/or pay for all labor, materials, equipment, tools, machinery, transportation, and other goods, facilities and services necessary for the proper

execution and completion of the work. The contractor will maintain order and discipline among employees and will not assign anyone unfit for the task. The contractor warrants to the owner that all materials and equipment incorporated are new and that all work will be of good quality and free of defects or faults. The contractor will pay all sales, use and other taxes related to the work and will secure and pay for building permits and/or other permits, fees, inspections and licenses necessary for the completion of the work unless otherwise specified in the Agreement. The contractor will indemnify and hold harmless the owner from and against all claim, damages, losses, expenses, legal fees or other costs arising or resulting from the contractor's performance of the work or provisions of this section. The contractor will comply with all rules, regulations, laws, ordinances and orders of any public authority or HUD inspector bearing on the performance of the work. The contractor is responsible for, and indemnifies the Owner against, acts and omissions of employees, subcontractors and their employees, or others performing the work under this Agreement with the contractor. The contractor will provide shop drawings, samples, product data or other information provided for in this Agreement, where necessary.

4. **Subcontractor:** Selected by the contractor, except that the contractor will not employ any subcontractor to whom the owner may have a reasonable objection, nor will the contractor be required by the owner to employ any subcontractor to whom the contractor has a reasonable objection.
5. **Work By Owner or Other Contractor:** The owner reserves the right to perform work related to the project, but which is not a part of this Agreement, and to award separate contracts in connection with other portions of the project not detailed in this Agreement. All contractors and subcontractors will be afforded reasonable opportunity for the storage of materials and equipment by the owner and by each other. Any costs arising by defective or ill-timed work will be borne by the responsible party.
6. **Binding Arbitration:** Claims or disputes relating to the Agreement or General Provisions will be resolved by the Construction Industry Arbitration Rules of the American Arbitration Association (AAA) unless both parties mutually agree to other methods. The notice of the demand for arbitration must be filed in writing with the other party to this Agreement and with the AAA and must be made in a reasonable time after the dispute has arisen. The award rendered by the arbitrator(s) will be considered final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
7. **Cleanup and Trash Removal:** The contractor will keep the owner's residence free from waste or rubbish resulting from the work. The contractor will remove all waste, rubbish, tools, construction materials, and machinery promptly after completion of the work.
8. **Time:** With respect to the scheduled completion of the work, time is of the essence. If the contractor is delayed at anytime in the progress of work by change orders, fire, labor disputes, acts of God or other causes beyond the contractor's control, the completion schedule for the work or affected parts of the work may be extended by the same amount of time caused by the delay. The contractor must begin work no later than 30 days after loan closing and will not cease work for more than 30 consecutive days.
9. **Payments and Completion:** Payments may be withheld because of, (1) defective work not remedied; (2) failure of contractor to make proper payments to subcontractors, workers, or suppliers; (3) persistent failure to carry out work in accordance with this Agreement or these general conditions, or (4) legal claims. Final payment will be due after complete release of any and all liens arising out of the contract or submission of receipts or other evidence of payment covering all subcontractors or suppliers who could file such a lien. The contractor agrees to

indemnify the Owner against such liens and will refund all monies including costs and reasonable attorney's fees paid by the owner in discharging the liens.

10. **Protection of Property and Persons:** The contractor is responsible for initiating, maintaining, and supervising all necessary or required safety programs. The contractor must comply with all applicable laws, regulations, ordinances, orders or laws or federal, state, county or local governments. The contractor will indemnify the owner for all property loss or damage to the owner caused by his/her employees or his/her direct or subcontractors.
11. **Insurance:** The contractor will purchase and maintain such insurance necessary to protect from claims under workers compensation and from any damage to the owner(s) property resulting from the conduct of this contract. If insurance is not provided, a fully executed 203KS Indemnity Agreement must be provided.
12. **Changes in the Contract:** The owner may order changes, additions or modifications (using HUD form HUD-92577) without invalidating the contract. Such changes must be in writing, signed by the owner, and accepted by the lender. Not all change order requests may be accepted by the lender, therefore, the contractor proceeds at his/her own risk if work is completed without an accepted change order. If a change is approved, a corresponding item in the repair category must be deleted. The new repair item must also be included in the allowable repair items.
13. **Correction of Deficiencies:** The contractor must correct promptly any work of his/her own or his/her subcontractors found to be defective or not complying with the terms of the contract.
14. **Warranty:** The contractor will provide a one-year warranty on all labor and materials used in the rehabilitation of the property. This warranty must extend one year from the date of completion of the contract or longer if prescribed by law unless otherwise specified by other terms of this contract. Disputes will be resolved through the Construction Industry Arbitration Rules of the American Arbitration Association.
15. **Termination:** If the owner fails to make a payment under the terms of this Agreement, though no fault of the contractor, the contractor may, upon ten working days written notice to the owner, and if not satisfied, terminate this Agreement. The owner will be responsible for paying the contractor for all work completed.

If the contractor fails or neglects to carry out the terms of the contract, the owner, after ten working days written notice to the contractor, may terminate this Agreement. The owner may finish the job by whatever reasonable method the owner deems expedient. If the cost of completion exceeds the contract balance, the difference, as well as reasonable attorney's fees if necessary, will be paid to the owner by the contractor.

Owner's Signature _____ Date _____ Owner's Signature _____ Date _____

Contractor's Signature _____ Date _____

Name: _____

Title: _____

RENOVATION LOAN INDEMNITY AGREEMENT

Contractor: _____

Borrower(s): _____

Property Address: _____

City: _____ State: _____ Zip: _____

Loan Number: _____

Lender: _____

Loan Disbursement Administrator: National Capital Funding, Ltd.

This agreement is made for the purpose of providing certain indemnifications to the Loan Disbursement Administrator and Lender, their agents, successors and/or assigns (hereinafter collectively referred to as "Indemnitee").

WHEREAS Contractor and Borrower have entered into an agreement for Contractor to construct certain improvements on the Property, and

WHEREAS Contractor has acknowledged that it does not carry a General Liability Insurance Policy, and

WHEREAS Indemnitee's underwriting requirements necessitate that the Contractor carry General Liability Insurance in amounts acceptable to Indemnitee, and

WHEREAS Borrower acknowledges that Borrower understands that Contractor has no such General Liability Insurance coverage, and

WHEREAS as an inducement to Indemnitee to make a loan on said Property and waive their policy that generally requires a General Liability Insurance Policy covering the Contractor.

NOW THEREFORE, FOR VALUE RECEIVED, the undersigned jointly and severally agree to indemnify, save, and hold harmless Indemnitee, their agents, successors and/or assigns, from any and all claims, actions, damages, liabilities or litigation arising out of the construction that would generally be covered by a general liability policy.

In the event of any cause of action or claim asserted by a party to this Agreement or any third party, Indemnitee will provide the undersigned notice of such claim, dispute or notice. Thereafter, the undersigned shall, at its own expense, faithfully and completely defend and protect the Indemnitee against any and all liabilities arising from this claim, cause of action and/or notice.

If the undersigned should fail to so successfully defend, the Indemnitee may defend, pay or settle the claim with full rights of recourse against the undersigned for any and all fees, costs, expenses, and payments, including but not limited to attorney fees and settlement payments, made or agreed to be paid, in order to discharge the claim, cause of action, dispute or litigation.

This Agreement is binding upon and is to insure to the benefit of the parties, their successors, assigns, and personal representatives.

Signed this _____ day of _____, 20__.

Contractor's Signature Date

Name: _____

Title: _____

Borrower's Signature Date Borrower's Signature Date

RENOVATION LOAN DRAW REQUEST DISCLOSURE

EACH CONTRACTOR MUST SIGN AND DATE THIS DISCLOSURE

When the contractor desires to request a draw, the appropriate Renovation Loan Disbursement Request Form, Initial or Final, is to be completed and executed by all the necessary parties. No more than two payments may be made to each contractor. The first payment, if required, is intended to defray material costs and shall not be more than 35% of the estimated costs of the repairs/improvements as per the construction contract. When permits are required, those fees may be reimbursed to the contractor at closing. The final payment to the contractor will be made following completion of all work, as evidenced by an inspection ordered by National Capital Funding, Ltd., and release of any and all liens arising out of the contract or submission of receipts or other evidence of payment covering all subcontractors or suppliers who could file a legal claim. Lender reserves the right to have all work verified by an inspection report before disbursement to Contractor.

All draw requests must be submitted directly to National Capital Funding, Ltd. The appropriate Renovation Loan Disbursement Request Form is to be completed and executed by the Contractor and the Borrower for each draw. Please fax this request to **(281) 537-5698** or submit via e-mail to **renovate@ncfunding.net**. National Capital Funding, Ltd. will review documentation and forward same to the Lender for acknowledgment by the Underwriter. Upon approval of draw request (and inspection if final draw) by Lender, funds will be disbursed to the Contractor by check. It is anticipated that the time from submittal of an acceptable request and receipt of an inspection report to National Capital Funding, Ltd. until the check is issued for delivery to the contractor shall be 4-5 business days. **Please note:** The cost for any failed inspections will be deducted from the Contractor's proceeds.

Any questions related to draws are to be addressed with National Capital Funding, Ltd. You may contact them by phone at (281) 537-0073, by fax at (281) 537-5698, by e-mail at renovate@ncfunding.net, or by mail at:

National Capital Funding, Ltd.
14405 Walters Rd. Ste 350
Houston, Texas 77014-1390
Attn: Renovation Loan Department

Please Note: All change orders must be submitted to NCF for lender approval prior to the start of the additional work.

By signing below, you are acknowledging that you understand the draw procedure and accept the responsibility of this disclosure.

CONTRACTOR'S COMPANY NAME

BORROWER'S SIGNATURE

CONTRACTOR'S SIGNATURE

CO-BORROWER'S SIGNATURE

EXECUTED BY (Please Print Clearly)

DATE _____

DATE _____

IMPORTANT NOTICE REGARDING CONTINGENCY FUNDS on Renovation Loans

EACH CONTRACTOR MUST SIGN AND DATE THIS DISCLOSURE

A contingency fund is for the sole purpose of unforeseen issues that develop as a result of the proposed scope of work detailed in the lender approved agreements.

THEREFORE, THE CONTINGENCY FUND IS NOT AUTHORIZED TO BE USED FOR WORK THAT IS UNRELATED TO THE SCOPE OF WORK IN THE LENDER APPROVED AGREEMENTS.

FURTHERMORE, THE FUNDS CAN ONLY BE USED WITH APPROVAL FROM THE LENDER PRIOR TO THE WORK BEING PERFORMED.

In order to request lender approval for any qualified changes, Borrower(s) and Contactor must submit to National Capital Funding, Ltd. a fully completed and executed change order request using the form, HUD-92577 "Request for Acceptance of Changes". This form is available on the Forms page of NCF's website at www.ncfunding.net. You may submit this completed form to NCF either by fax at (281) 537-5698, by e-mail at renovate@ncfunding.net, or by mail at:

National Capital Funding, Ltd.
14405 Walters Rd. Ste 350
Houston, Texas 77014-1390
Attn: Renovation Loan Department

IF THE BORROWER ALLOWS ADDITIONAL WORK TO BE PERFORMED WITHOUT PRIOR WRITTEN LENDER APPROVAL THEN THE PAYMENT TO THE CONTRACTOR FOR ANY CHANGES IS SOLELY THE RESPONSIBILITY OF THE BORROWER.

If your request is approved by the lender, you will be notified by NCF in writing. PLEASE NOTE: DO NOT BEGIN WORK WITHOUT NOTICE OF APPROVAL BY THE LENDER FROM NCF.

By signing below, you are acknowledging that you understand the procedures and requirements for the use of the contingency funds and fully accept your responsibility as stated above.

CONTRACTOR'S COMPANY NAME

BORROWER'S SIGNATURE

CONTRACTOR'S SIGNATURE

CO-BORROWER'S SIGNATURE

EXECUTED BY (Please Print Clearly)

DATE _____

DATE _____

RENOVATION LOAN CONTRACTOR PROFILE REPORT

For Lender Use Only:

Case Number: _____

Borrower's Name: _____

Property Address, City, St, Zip: _____

DATE: _____

CONTRACTOR'S COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS, CITY, ST, ZIP: _____

PHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

CORPORATION JOINT VENTURE PARTNERSHIP INDIVIDUAL OTHER: _____

NUMBER OF YEARS ORGANIZATION HAS BEEN IN BUSINESS UNDER PRESENT NAME: _____

JURISDICTION(S) IN WHICH YOU ARE LEGALLY LICENSED/QUALIFIED TO DO BUSINESS: _____

LICENSE NUMBER: _____ LICENSE TYPE: _____

LIST THE TYPES OF WORK PERFORMED DIRECTLY BY YOUR ORGANIZATION: _____

PROVIDE INFORMATION ON AT LEAST THREE PROJECTS COMPLETED BY YOU OR YOUR ORGANIZATION WITHIN THE LAST YEAR. PLEASE INCLUDE THE NAME AND LOCATION OF THE PROJECTS, CONTACT INFORMATION, CONTRACT AMOUNTS, AND DATES OF COMPLETION. ATTACH SEPARATE SHEET IF NECESSARY

1. _____

2. _____

3. _____

ARE THERE ANY JUDGEMENTS, CLAIMS, ARBITRATION PROCEEDINGS OR SUITS PENDING OR OUTSTANDING AGAINST YOU OR YOUR ORGANIZATION OR ITS OFFICER? _____ IF SO, DESCRIBE IN AN ATTACHED DOCUMENT.

HAVE YOU OR YOUR ORGANIZATION FILED ANY LAWSUITS OR REQUESTED ARBITRATION WITH REGARD TO CONSTRUCTION CONTRACTS WITHIN THE LAST 5 YEARS? _____. IF SO, DESCRIBE IN AN ATTACHED DOCUMENT.

FINANCIAL REFERENCES: INCLUDE BANKS/CREDITORS/BONDING COMPANIES (Include Phone Number)

1. _____
2. _____
3. _____

INSURANCE CO.	TYPE	AMOUNT
_____	_____	\$ _____

INSURANCE CO. CONTACT	PHONE#
_____	_____

CONTRACTOR REPRESENTS AND WARRANTS THAT ALL INFORMATION IN THIS CONTRACTOR PROFILE IS COMPLETE AND ACCURATE. CONTRACTOR AUTHORIZES THE BORROWER AND/OR LENDER TO CONTACT THE REFERENCES LISTED ABOVE IN ORDER TO VERIFY THE INFORMATION IS COMPLETE AND ACCURATE.

CONTRACTOR'S COMPANY NAME: _____

PRINTED NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

ADDITIONAL NOTES:

