



OTC Builder/Retailer Registration Checklist

Builder/Retailer must be registered with National Capital Funding, Ltd. prior to loan closing.

Builder/Retailer: _____

- _____ **NCF Builder/Retailer Summary Application:** requires either a live signature or verifiable digital signature, such as DocuSign or similar provider
- _____ **NCF Contractor's Performance Agreement:** requires either a live signature or verifiable digital signature, such as DocuSign or similar provider
- _____ **Builder's/Retailer's License(s)** (include Contractor, Retailer, Installer, etc., as applicable)
- _____ **VA: Confirmation of Registration with VA as a Builder including VA Builder ID #** (if utilizing VA loan program)
- _____ **USDA: Lender's Background and Credit Check Authorization Form signed by Builder and Findings of Lender** (if utilizing USDA loan program)
- _____ **Certificate of Insurance for General Liability (Acord 25 Form):** Minimum of \$1,000,000 per occurrence required.
- _____ **Certificate of Insurance for Worker's Compensation (Acord 25 Form)** or if you are not required to carry this insurance, provide a signed statement on your company letterhead explaining why.
- _____ **Mfg/Modular Home Retailers: Certificate of Insurance for Inland Marine Coverage (e.g., Dealer's Open Lot w/Installation Coverage) naming NCF ISAOA as a Loss Payee.** Otherwise, Builder's Risk/Course of Construction Insurance will be required on each deal.

Note: There are various names and types of policies depending on the insurance company and area of country. The key to keep in mind is that in order for us to fund the factory invoice cost of the home, there must be adequate property insurance(s) in place with no lapse in coverage from the moment we fund the invoice until the Retailer fulfills their contract with borrower(s) and home is ready for occupancy and covered under a standard HOI policy.

Loss Payee Clause on this Insurance Policy must read as follows:
National Capital Funding, Ltd.
Its Successors and/or Assigns
14550 Torrey Chase Blvd, Ste 465
Houston, TX 77014

- _____ **Note** *Site-Built Home Builders:* **Builder's Risk Insurance** will be required on each deal. This can be standalone policy or combined with Borrower's HOI.
- _____ *Site-Built Home Builders:* **Most Recent Two Years of Federal Tax Returns.** At minimum, page 1 of Form 1120, 1120S, 1065, or 1040 & Schedule C.
- _____ *Site-Built Home Builders:* **Year-to-Date Profit & Loss (Income) Statement**
- _____ *Site-Built Home Builders:* **Current Company Balance Sheet or Personal Financial Statement**
- _____ *Site-Built Home Builders:* **Executive Summary providing an overview of experience and history on Company and Principals**

Please complete and submit all applicable items listed above for Builder/Retailer registration with NCF via e-mail to registration@ncfunding.net or via fax to 281.537.5698.

****Please include the Builder's/Retailer's Company Name in the Subject Line of the email.****

**National Capital Funding, Ltd.
14550 Torrey Chase Blvd, Ste 465
Houston, TX 77014-1019
Phone: 281.537.0073**



NATIONAL CAPITAL FUNDING, LTD.

Builder/Retailer Summary Application

PLEASE TYPE OR PRINT CLEARLY. Separate form to be completed for each location to be registered.

GENERAL BUSINESS INFORMATION

Company Name: _____ Date Established: _____

Contact Person(s) & Title(s): _____

Primary Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Type of Entity: Sole Proprietorship LLC General Partnership Limited Partnership
 Corporation Publicly Traded Corporation Other: _____

Federal Tax ID #: _____ Contractor/Retailer License # _____ Expiration Date _____

Principal Officers/Owners (Note: SS# of Officers/Owners not required on Publicly Traded Corporations)

Name: _____ Title: _____ SS #: _____

Name: _____ Title: _____ SS #: _____

CONSTRUCTION AND/OR SALES HISTORY

Primary Type of Construction: Site-Built Modular Manufactured

Number of Homes Completed in the Past 5 Years: _____ Number of Homes Completed in the Past 12 Months: _____

Number of Homes Currently in Process: _____ Number of Homes Completed But Not Yet Sold: _____

GENERAL LIABILITY INSURANCE COVERAGE

Insurance Company: _____ Policy #: _____

Contact Person: _____ Phone: _____ Fax: _____

BUILDER'S RISK/OPEN LOT INSURANCE COVERAGE

Insurance Company: _____ Policy #: _____

Contact Person: _____ Phone: _____ Fax: _____

Are you currently involved in any litigation? Yes No If Yes, please attach explanation.

Are you affiliated with a Home Buyers Warranty? Yes No If Yes, which company? _____

BANK & CREDIT REFERENCES (*Floorplan Source, Lines of Credit, Interim Construction Loans, etc.*)

1. Bank: _____ Branch Location: _____
Contact Person: _____ Phone: _____ Fax/E-mail: _____

2. Lending Institution: _____ Branch Location: _____
Contact Person: _____ Phone: _____ Fax/E-mail: _____

TRADE REFERENCES (*Lumber Supplier, Manufacturer Supplier, Subcontractors, Installers, etc.*)

1. Company Name: _____ Account #: _____
Contact Person: _____ Phone: _____ Fax/E-mail: _____

2. Company Name: _____ Account #: _____
Contact Person: _____ Phone: _____ Fax/E-mail: _____

3. Company Name: _____ Account #: _____
Contact Person: _____ Phone: _____ Fax/E-mail: _____

The undersigned certifies that all information listed above is true, accurate, and to the best of my knowledge gives a fair and honest record of my building/construction background. Authorization is granted to National Capital Funding, Ltd., its successors and/or assigns, (herein referred to as NCF) to request a credit report and to contact the references listed above regarding my standing as a builder/retailer. The verification or reverification of this information may be made at any time by NCF, whether directly or through a credit reporting bureau. Furthermore, it is agreed that this statement shall remain the property of NCF.

Authorized Signature

Printed Name

Title

Printed Business Name

Date

Before Builder/Retailer registration process can begin, this application must be completed in its entirety and submitted along with the additional requested items from the NCF OTC Builder/Retailer Registration Checklist. National Capital Funding, Ltd. may request Builder/Retailer to provide copies of year-to-date or year-end financial statements. Please see the NCF Builder/Retailer Registration Checklist for submittal instructions.

National Capital Funding, Ltd.
14550 Torrey Chase Blvd, Ste 465
Houston, TX 77014-1019
Phone: 281.537.0073 Fax: 281.537.5698
www.ncfunding.net

Loan Originator: _____ Company: _____
Phone: _____ E-mail: _____



NATIONAL CAPITAL FUNDING, LTD.

CONTRACTOR'S PERFORMANCE AGREEMENT

Re: Construction of Improvements

Lender: AS NAMED IN CREDIT AGREEMENTS

Builder/Retailer: _____

Address: _____

Federal Tax I.D #: _____

Gentlemen:

I/We, the undersigned Builder/Retailer(s), hereby agree that in the event of default by applicant(s) under loan documents executed to finance construction of improvements we shall, at your option and direction, continue performance under our agreement with such applicant(s), provided that we are compensated for all work after said direction by you, your successors and/or assigns or purchaser in accordance with the agreement with the applicant(s).

Very truly yours,

Company Name

By: _____
Authorized Signature

Print Name: _____

Title: _____