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Client/Builder Construction Checklist

- + Fixed Contract – fully executed
- + Plans – *including site plan* (where the house is in relations to the property lines)
- + Custom Construction Loan Policies
- + Pre-pays (deposits, copies of cancelled checks, paid invoices etc)
- + Project insurance (including course of construction)
- + Custom Construction Worksheet
- + Lender Construction Loan Policies
- + Builder package including:
 - o Builder resume
 - o W-9
 - o Builder insurance (General Liability Insurance policy reflecting a minimum of \$1 million per occurrence is required
 - o Deposit info/Prepays (if deposit required per contract)
 - o Draw Procedures
 - o Current personal financial stmt
 - o Copy of contractor's license
 - o Cost Break Down
 - o Description of Materials
 - o 3 Bureau Credit Report

