



## CONSTRUCTION LOAN PROCESSING CHECKLIST

CUSTOMER NAME:	_____
PROPERTY ADDRESS:	_____
	_____
PHONE NO. HOME:	_____
BUSINESS:	_____
CELL:	_____

BUILDER NAME:	_____
BUSINESS ADDRESS:	_____
	_____
PHONE NO. BUSINESS:	_____
FAX:	_____
CELL:	_____

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

**“THE DECISION IS REACHED BASED ON THE INFORMATION RECEIVED”  
CLEAR PRESENTATION ELIMINATES NEEDLESS  
DELAYS IN PROCESSING.....**



## MORTGAGE COMMITMENT BREAKDOWN

**BANK:** \_\_\_\_\_  
**BRANCH:** \_\_\_\_\_  
**LOAN OFFICER:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**LOAN PROCESSOR:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**CUSTOMER:** \_\_\_\_\_

**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)**

ASI File #

Date Rec'd

# COMMERCIAL: PROJECT COST ANALYSIS



11A Hampton Road  
Exeter, NH 03833-4807

Ph: 603-772-1180

Fax: 603-772-1181

Customer:  
Project:  
Address:

Phone:

Builder:  
Address:

Phone:

DESCRIPTION		TOTAL		DESCRIPTION		TOTAL	
1	<b>SITE PREPARATION</b>			13	<b>SPECIAL</b>		
	clear - grub						
	demolition			14	<b>THERMAL (INSULATION)</b>		
2	<b>SITWORK</b>				ceilings		
	rough excavation				walls		
	gravel / fill				floors		
	septic / sewer				other		
	water / well			15	<b>FINISHES - WALLS</b>		
3	<b>LANDSCAPE - PAVE</b>				sheetrock		
	loam / seed				other		
	curbing			16	<b>FINISHES - CEILINGS</b>		
	pave - rough				suspended		
	pave - finish				other		
4	<b>CONCRETE - WALLS</b>			17	<b>DOORS - FRAMES - HDWRE</b>		
	reinforcing						
	insulation			18	<b>PAINT</b>		
	other				interior		
5	<b>CONCRETE - FLATWORK</b>				exterior		
	floors			19	<b>FLOORING</b>		
	piers						
	reinforcing			20	<b>ELECTRICAL</b>		
6	<b>MASONRY</b>				service		
	block / brick				underground		
	chimney / fireplace				lighting allowance		
	other			21	<b>PLUMBING</b>		
7	<b>STRUCTURAL STEEL</b>						
	structural			22	<b>SPRINKLER</b>		
	metals						
	other			23	<b>HEAT - HVAC</b>		
8	<b>ERECTION</b>						
	structural			24	<b>MISCELLANEOUS</b>		
	metal						
	other			25	<b>SOFT COSTS</b>		
9	<b>CARPENTRY</b>				engineering		
	frame				permits		
	finish				insurance / legal		
	other			26	<b>OVERHEAD - PROFIT</b>		
10	<b>ROOFING</b>				management		
11	<b>SIDING</b>			27	<b>LAND - FEES</b>		
12	<b>WINDOWS - DOORS EXT</b>				<b>TOTAL PROJECT COSTS</b>		

ASI File #

Date Rec'd

# COMMERCIAL: PROJECT COST ANALYSIS



11A Hampton Road  
Exeter, NH 03833

Customer: 33 WESTON DRIVE, LLC  
Project: 33 WESTON DRIVE  
Address: DOVER, NEW HAMPSHIRE 03820

Phone: (603) 742-4477

Builder: ABC CONSTRUCTION  
Address: 1 MAIN STREET  
DOVER, NEW HAMPSHIRE 03820

Phone: (603) 742-1134

**SAMPLE**

Ph: 603-772-1180

Fax: 603-772-1181

DESCRIPTION		TOTAL	DESCRIPTION		TOTAL
1	<b>SITE PREPARATION</b>	35000	13	<b>SPECIAL</b>	
	clear - grub				
	demolition		14	<b>THERMAL (INSULATION)</b>	10000
2	<b>SITWORK</b>	14500		ceilings	
	rough excavation	3000		walls	
	gravel / fill	3000		floors	
	septic / sewer	8500		other	
	water / well		15	<b>FINISHES - WALLS</b>	5000
3	<b>LANDSCAPE - PAVE</b>	3000		sheetrock	
	loam / seed			other	
	curbing		16	<b>FINISHES - CEILINGS</b>	5000
	pave - rough			suspended	
	pave - finish			other	
4	<b>CONCRETE - WALLS</b>	10000	17	<b>DOORS - FRAMES - HDWRE</b>	12500
	reinforcing				
	insulation		18	<b>PAINT</b>	10000
	other			interior	7000
5	<b>CONCRETE - FLATWORK</b>	9500		exterior	3000
	floors		19	<b>FLOORING</b>	28000
	piers				
	reinforcing		20	<b>ELECTRICAL</b>	22500
6	<b>MASONRY</b>	17000		service	
	block / brick			underground	
	chimney / fireplace			lighting allowance	
	other		21	<b>PLUMBING</b>	19000
7	<b>STRUCTURAL STEEL</b>	26000			
	structural		22	<b>SPRINKLER</b>	8500
	metals				
	other		23	<b>HEAT - HVAC</b>	10000
8	<b>ERECTION</b>				
	structural		24	<b>MISCELLANEOUS</b>	8500
	metal				
	other		25	<b>SOFT COSTS</b>	50000
9	<b>CARPENTRY</b>	6500		engineering	25000
	frame			permits	10000
	finish			insurance / legal	15000
	other		26	<b>OVERHEAD - PROFIT</b>	
10	<b>ROOFING</b>	15000		management	
11	<b>SIDING</b>	9500	27	<b>LAND - FEES</b>	100000
12	<b>WINDOWS - DOORS EXT</b>	8000		<b>TOTAL PROJECT COSTS</b>	411500