



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: _____
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)

PACKAGE #	Date Rec'd	COMMERCIAL: PROJECT COST ANALYSIS	
 <p>11A Hampton Road Exeter, NH 03833</p> <p>Ph: 603-772-1180 Fax: 603-772-1181 www.asicompanies.net info@asicompanies.net</p>		Customer: _____	_____
		Project: _____	_____
		Address: _____	_____
		Phone: _____	_____
		Builder _____	_____
		Address: _____	_____
		Phone: _____	_____

DESCRIPTION:		TOTAL:
1	SITE PREPARATION	
	clear - grub	
	blasting	
2	SITWORK	
	rough excavation	
	gravel / fill	
	septic / sewer	
	water / well	
3	LANDSCAPE - PAVE	
	loam / seed	
	curbing	
	pave - rough	
	pave - finish	
4	CONCRETE - WALLS	
	reinforcing	
	insulation	
	other	
5	CONCRETE - FLATWORK	
	floors	
	piers	
	reinforcing	
6	MASONRY	
	block / brick	
	chimney / fireplace	
	other	
7	STRUCTURAL STEEL	
	structural	
	metals	
	other	
8	ERECTION	
	structural	
	metals	
	other	
9	CARPENTRY	
	frame	
	finish	
	other	
10	ROOFING	
11	SIDING	
12	WINDOWS - DOORS EXT	

DESCRIPTION:		TOTAL:
13	SPECIAL	
14	THERMAL (INSULATION)	
	ceilings	
	walls	
	floors	
	other	
15	FINISHES - WALLS	
	sheetrock	
	other	
16	FINISHES - CEILINGS	
	suspended	
	other	
17	DOORS - FRAMES - HDWRE	
18	PAINT	
	interior	
	exterior	
19	FLOORING	
20	ELECTRICAL	
	service	
	underground	
	lighting allowance	
21	PLUMBING	
22	SPRINKLER	
23	HEAT - HVAC	
24	MISCELLANEOUS	
25	SOFT COSTS	
	engineering	
	permits	
	insurance / legal	
26	OVERHEAD - PROFIT	
	management	
27	LAND - FEES	
	TOTAL PROJECT COSTS	