



## 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 ADDRESS:** \_\_\_\_\_  
**LOAN OFFICER:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**LOAN PROCESSOR:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_  
**BORROWER:** \_\_\_\_\_

**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)

