

Contractor Review Requirements

Construction to Perm Contractor/Builder	Production Contractor/Builder
Experience: 3 years with 10 homes completed	Experience: 5 years with 50 homes completed and \$10MM in Sales or Lender discretion
Personal Credit: <ol style="list-style-type: none"> A minimum (lower of the two credit scores) of 660 score is required If the lower of the two credit scores is less than 660 A criminal background check is obtained using LexisNexis <ol style="list-style-type: none"> Does not reflect any financial concerns If credit score is less than 620 send denial to submitting party 	Business Credit: D&B with Paydex score of 65 or higher. A subsequent D&B will be obtained every six (6) months from the date of the initial acceptance
Business Credit: D&B with Paydex score of 65 or higher, in lieu of a personal credit report on all companies where reported gross sales for the most recent year are \$5,000,000 or greater	Financial Statements: The Lender may request and require the review of financial statements
Client References: References from homeowners who have utilized the Contractor within the past three (3) years for new construction or renovation	
Subcontractor/Trade References: A minimum of two (2) references, in any combination, will be contacted by Granite, if the lower score is less than 700 or the Paydex score is lower than 65	
Sales Trend: Most recent 3 years gross sales volume reflecting trend in line with the market	
Attachments to the Contractor Questionnaire: <ol style="list-style-type: none"> Licensing & Certifications Liability Insurance Worker's Compensation Insurance Identification Tax Information 	

Contractor Submission Requirements:

- The Lender must obtain from the Contractor the following documentation:
 - Contractor's Questionnaire (Form A)
 - State Contractor's License
 - Workmen's Compensation or Workmen's Compensation Exemption Form (Form A2)
 - General Liability Insurance
 - Contractor's Driver's License
 - W-9 Form
- Lender reviews and confirms the Contractor package is complete and sends the following information to Granite:
 - Completed Contractor Acceptance Checklist (Form B)
 - Completed Contractor Questionnaire (Form A)
 - Copy of Workmen's Compensation or Workmen's Compensation Exemption Form (Form A2)
 - Copy of State Contractor's License
 - Copy of General Liability Insurance
 - Copy of a valid Driver's License
 - Valid W-9 Form
- Granite will send the submitting party a contractor review status notification within 3 business days of receipt
- Granite will perform an analysis of trailing documentation within 2 business days and provide an update
- If Granite's recommendation is to decline the Contractor for not meeting the minimum requirements, Granite will send the Lender an Exception Form for review:
 - If the Lender grants an exception, an executed Exception Approval Form will be provided to Granite
 - If the Lender agrees with Granite's declination decision, then the submitting party shall advise all parties involved of the declination and confirm the non-acceptance with Granite

Contractor's Questionnaire

Page 1 of 4

Form A



Instructions

Lender requires that **THIS QUESTIONNAIRE MUST BE COMPLETED IN DETAIL**, dated, and signed by the General Contractor. Please provide complete addresses and telephone numbers where requested.

Borrower Name(s):	Project Name:		
Property Address:	City:	State:	Zip Code:
Estimated Project Duration:	Sq. Ft.:		

General Information

Name of Contractor (exactly as it appears on State Contractor's License):			
Business Name (including DBA):	Number of years in business:		
Business Address:			
City:	State:	Zip Code:	
Business Telephone (area code):	Cell Phone:		
Email Address:			

Business Information

Federal Tax ID Number:	Dunn & Bradstreet number (D&B #):		
Are you VA certified?			
<input type="checkbox"/> No		<input type="checkbox"/> Yes – Enter VA ID Number:	
State Contractor's License #:	Class(es):		
Is your license in good standing?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No – explain in the space provided on page 4	
Have you ever had a Contractor's License revoked?			
<input type="checkbox"/> No		<input type="checkbox"/> Yes – explain in the space provided on page 4	

Please provide details of a responsible managing employee, responsible managing officer, or qualifying partner under your license.

Name:	Title:	Email:
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If your business is a Sole Proprietorship

Sole Proprietor's Name:	Years of experience in residential construction:
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If your business is a Partnership

Partner Name:	Title:
Percent Owned:	Years of experience in residential construction:
Partner Name:	Title:
Percent Owned:	Years of experience in residential construction:

If your business is a Corporation

CEO/President:	Percent Owned:
Years of experience in residential construction:	
CFO/Controller:	Percent Owned:
Years of experience in residential construction:	

If the percent mentioned above does not add up to 100%, please provide details of who owns remainder of the business or who is an authorized signor:

Name:	Title:	Percent Owned:	Years of experience in residential construction:
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Have you, your organization, any officer or partner ever failed to complete a construction contract or failed in a construction-related business?

No Yes – explain in the space provided on page 4

Are you or your organization currently involved in any disputes, lawsuits, judgments, liens, or surety claims?

No Yes – explain in the space provided on page 4

Contractor's Questionnaire

Form A



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Gross Sales/Projects Completed History

Identify your company's gross sales and number of projects completed for each of the last three calendar or fiscal years.

Insert Year	Gross Sales (\$)	Number of Renovation Projects Completed	Number of Ground Up New Construction Projects Completed
1.			
2.			
3.			

References

Previous Residential Project References

All projects listed below must have been completed within the past three years.

1. Client Name:	Contract Amount (\$):	<input type="checkbox"/> Ground Up New Construction	<input type="checkbox"/> Remodel
Address:	City:	State:	
Zip Code:	Tel.:	Email:	
2. Client Name:	Contract Amount (\$):	<input type="checkbox"/> Ground Up New Construction	<input type="checkbox"/> Remodel
Address:	City:	State:	
Zip Code:	Tel.:	Email:	
3. Client Name:	Contract Amount (\$):	<input type="checkbox"/> Ground Up New Construction	<input type="checkbox"/> Remodel
Address:	City:	State:	
Zip Code:	Tel.:	Email:	

Current Residential Projects -- Identify the total number of residential projects currently under construction:

Subcontractor References

List major trade subcontractor references. Attach a separate sheet if necessary.

1. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this subcontractor?	Type of Subcontractor:
2. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this subcontractor?	Type of Subcontractor:
3. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this subcontractor?	Type of Subcontractor:

Supplier References

List major trade suppliers. Attach a separate sheet if necessary.

1. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this supplier?	Type of Supplier:
2. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this supplier?	Type of Supplier:
3. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this supplier?	Type of Supplier:

Banking Reference

Identify your bank with whom you have current business accounts.

Bank Name:	Contact Name:
Tel.:	Email:

Contractor's Questionnaire

Form A



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Filing your Completed Questionnaire

After signing the Declarations and Authorization to Release Information section which immediately follows these instructions, return this completed questionnaire and any additional attachments to Lender along with the documents listed below.

Important Note: Your questionnaire cannot be processed without the following documents on file:

- 1. Copy of State Contractor's License
- 2. Copy of Declarations Page of Worker's Compensation Insurance
- 3. Copy of Declarations Page of General Liability
- 4. Copy of valid driver's license
- 5. Valid, completed W-9 form

Authorization & Release.

By signing below, the undersigned ("I" or "me" or "my") hereby declares the statements contained herein are accurate, complete and truthful. I expressly authorize and give permission to Lender and Lender's authorized service provider, Granite Risk Management ("Granite"), to obtain personal and/or business credit information on me and the company or business identified below ("Company") for purposes of completing an investigative review to the extent deemed necessary by Lender. I understand the investigative review may be used to determine credit worthiness, credit standing, credit capacity, character, general reputation, work experience and personal characteristics as authorized by the Fair Credit Reporting Act. In this regard, I give full authority and permission for Lender and Granite to obtain information concerning my and the Company's past employment, past performance, construction contracts, work history, trade references, personal and business credit information, criminal background and any other matters deemed relevant by Lender. I authorize, but do not require Lender or Granite to disclose information obtained in the investigative review to the Lender's borrower(s) or other necessary persons for which the Company or I will be providing services. I understand and agree that for as long as Lender and Granite act in good faith, the Company and I will hold Lender and Granite harmless and will indemnify each of them from and against any and all claims, demands, suits, actions or the like which relate in any way to the investigative review performed by Lender and Granite. I understand Lender and Granite may not provide a copy of my consumer report to me and will not reveal specific contents contained in the consumer report to me. I understand it is my responsibility for contacting one or more consumer reporting agencies directly to obtain a copy of my credit report. A facsimile, or electronic copy of my signature below shall be valid as the original for me and the Company.

Individual or Sole Proprietor

Signature: _____ Date: _____

Print Name: _____ Social Security Number: _____

Partnership or Corporation (All listed principals must execute this document and provide Social Security Numbers)

Authorized Officer Signature: _____ Date: _____

Print Name: _____ Title: _____

Social Security Number: _____

Authorized Officer Signature: _____ Date: _____

Print Name: _____ Title: _____

Social Security Number: _____

In this box, please explain why your license is not in good standing:

In this box, please explain why your Contractor's License was revoked:

In this box, please explain if you, your organization, any officer or partner ever failed to complete a construction contract or failed in a construction-related business:

In this box, please explain if you or your organization are currently involved in any disputes, lawsuits, judgments, liens, or surety claims:

**Statement of Exemption from
Worker's Compensation**

Form A2



This Statement of Exemption from Worker's Compensation is made this _____ day of _____
by _____ (hereinafter referred to as the "Contractor").
Contractor has contracted with _____ (the "Borrower(s)") for the
purposes of construction and/or remodeling a residence at _____
(the "Property").

Information about General Contractor (Check the appropriate box)

- Contractor has no employees in the field or office staff. All work is "subcontracted out", and therefore, the Contractor would not be required to carry Worker's Compensation Insurance.
- Worker's Compensation is included in my State's licensing fees. Applicable state(s) are as follows: _____

By signing below, Contractor agrees to the above.

Contractor Signature: _____

Print Name: _____

Contractor Acceptance Checklist

Page 1 of 1

Form B



Broker Name:	Broker Email:
Owner(s):	Date:
Project Address:	
City:	State:
Zip Code:	
Contractor:	
Contractor Telephone:	Fax:

Checklist When complete, return this information to Lender		
Mandatory Items To Be Completed	Check Box When Completed	Additional Comments
1. Contractor Questionnaire With all data fields and lines fully completed and executed.	<input type="checkbox"/>	
2. State Contractor's License Copy of valid State Contractor's License.	<input type="checkbox"/>	
3. Worker's Compensation Insurance Evidence of Worker's Compensation Insurance or Certificate of Exemption if Contractor has no employees.	<input type="checkbox"/>	
4. General Liability Insurance Evidence of Commercial General Liability Insurance in the amount of \$1,000,000 or greater.	<input type="checkbox"/>	
5. Contractor's Driver's License Legible copy of contractor's valid driver's license or government-issued photo ID.	<input type="checkbox"/>	
6. W-9 Valid, completed W-9 form.	<input type="checkbox"/>	

Please forward a completed Form B and all applicable attachments via fax to **(888) 456-4999** or via email to UWMProjects@graniteriskmanagement.com. You may also mail materials to **Granite Risk Management, ATTN: Project Review Department**, 7730 Market Center Ave Suite 100, El Paso, TX 79912. For customer service questions, please call **(866) 380-9657**.

Project Review Requirements

Construction to Perm Project Review Requirements
Plans and Specifications Complete floor plans including all four elevations (North, South, East & West) of the property
Construction Contract Contractual Construction Agreement between the Contractor and the Borrower
Cost Breakdown or Budget Itemized list of budget line items showing the total Cost to Build
Prepaid Information Documented by receipt of a completed Prepaid Accounting Worksheet, Form D1
Draw at Close Information A completed Construction Loan Disbursement Request Authorization Form (Form E) must be submitted documenting any hard cost disbursements made at closing
Contingency 5% contingency is required on all Construction Products/Projects (10% in Texas)
Copy of Appraisal A complete copy with all pages and certificates
Other Documents For e.g., Soils, engineering report

Project Submission Requirements

1. Lender must obtain the following documents from the Borrower or Contractor and submit them for Granite's review via secured email (UWMProjects@Graniteriskmanagement.com) or online (Https://portal.graniteriskmanagement.com) along with the 'Granite Project Review Checklist'
 - a. Granite Project Review Checklist
 - b. Copy of Construction Contract
 - c. Itemized list of budget line items or staged draw schedule of the hard construction cost
 - d. Complete floor plans including all four elevations (North, South, East & West) of the property
 - e. Verification of Prepaids if applicable
 - f. Copy of Appraisal as reviewed by Lender
 - g. Other Reports, if available/appropriate
2. Granite will send the Lender a Construction Project Review Status Notification via email within three (3) business days
3. Upon receipt of the trailing documentation, Granite will perform an analysis of all documentation within two (2) and either request additional information or issue a recommendation
 - a. Construction Project Review and Recommendation to include an Approved Project Cost Report

Note: If the project is reapproved due to a Draw at Close or prepaids, Granite must issue a new Construction Project Review Recommendation

4. If Granite's recommendation is to decline the project review for not meeting the minimum requirements, Granite will send the Lender an Exception Form for review:
 - a. If the Lender grants the exception, an executed Exception Approval Form will be provided to Granite
 - b. If the Lender agrees with Granite's declination decision, then the submitting party shall advise all parties involved of the declination and confirm the non-acceptance with Granite
5. Lender will submit the file to the underwriter or designated person for underwriting. The file must include a Contractor Acceptance & Project Review and Recommendation from Granite

Standard Budget

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Form C



Borrower(s):

Project Address: City: State: Zip Code:

General Contractor: Telephone:

Address: City: State: Zip Code:

Line Item/ Number	Description	Budget (\$)	Name of Sub-Contractor or Supplier
100	Site Work		
101	Storm Drain		
102	Dewatering		
103	Excavation		
104	Dirt Import/Export		
105	Grading — Rough		
106	Grading — Finish		
107	Demolition		
108	Retaining Walls		
109	Equipment Rental		
110	Sewer/Septic System		
111	Water Well/Pump		
112			
113			
114			
115			
200	Foundation		
201	Caissons/Pilings		
202	Footings, Foundations, Slab Concrete		
203	Waterproofing		
204	Lightweight Concrete		
205			
206			
207			
208			
300	Rough Structure		
301	Lumber — Rough		
302	Carpentry — Rough		
303	Structural Steel		
304	Windows and Exterior Doors		
305			
306			
307			
308			
400	Rough Mechanical and Roof		
401	Trusses — Material		

Standard Budget

Form C



Continued – Page 2 of 3

<i>Borrower:</i>		<i>General Contractor:</i>	
Line Item/ Number	Description	Budget (\$)	Name of Sub-Contractor or Supplier
400	Rough Mechanical and Roof (continued)		
402	Trusses — Labor		
403	Plumbing — Rough		
404	Electrical — Rough		
405	Hardware — Rough		
406	HVAC		
407	Fire Sprinklers		
408	Low Voltage System/Vacuum		
409			
410			
411			
412			
500	Rough Finishes		
501	External Insulation and Sheathing		
502	Internal Insulation and Sheathing		
503	Drywall/Plaster		
504	Interior Doors		
505	Roofing		
506	Siding/Stucco/Brick		
507	Garage Door		
508	Fireplace		
509	Sheet Metal, Gutter and Downspouts		
510	Skylights		
511			
512			
513			
514			
600	Finishes		
601	Lumber Finish — Labor		
602	Lumber Finish — Material		
603	Electrical Finish — Labor		
604	Electrical Fixtures		
605	Plumbing Finish — Labor		
606	Plumbing Fixtures		
607	Hardware Finish		
608	Cabinets		
609	Flooring		
610	Ceramic Tile		
611	Millwork		
612	Mirrors		

Standard Budget

Form C



Continued – Page 3 of 3

<i>Borrower:</i>		<i>General Contractor:</i>	
Line Item/ Number	Description	Budget (\$)	Name of Sub-Contractor or Supplier
600	Finishes (continued)		
613	Marble/Granite		
614	Appliances		
615	Painting — Interior		
616	Painting — Exterior		
617			
618			
619			
620			
700	General Conditions		
701	Architect/Engineer		
702	Survey		
703	Temporary Facilities		
704	Insurance		
705	Supervision		
706	Overhead		
707	Profit		
708	Contingency		
709	Interior Design		
710			
711			
712			
713			
800	Specialties/Landscaping/Driveway		
801	Ornamental Iron		
802	Fireplace Mantel		
803	Architectural Precasts		
804	Landscaping		
805	Pool/Spa		
806	Driveway		
807	Flat Work		
808	Fences, Walls and Gates		
809	Brick/Stone		
810			
811			
812			
813			

TOTAL Items (\$) _____
Land (\$) _____
Project TOTAL (\$) _____

Project Review Checklist

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Form D



Borrower Name(s):	Date:
Property Address:	
City:	State: Zip Code:
Contractor:	
Contractor Telephone:	Fax:
Contractor Email:	
Wholesale Broker Office:	
Loan Officer:	
Loan Officer Telephone:	Fax:
Loan Officer Email:	
Loan Processor:	
Loan Processor Telephone:	Fax:
Loan Processor Email:	

Checklist			
When complete, return this information to Lender			
Mandatory Items To Be Completed	Expected Completion Date	Check Box When Completed	Actual Completion Date
1. Signed Construction Contract Borrower and Contractor must both sign; contract amount must match total in <i>Cost Breakdown</i> .		<input type="checkbox"/>	
2. Cost Breakdown Must match dollar amount in <i>Construction Contract</i> .		<input type="checkbox"/>	
3. Set of Plans One full set of plans for construction and job specifications.		<input type="checkbox"/>	
4. Appraisal Lender will order an appraisal based on the plans and specifications. If the plans have not been submitted, please indicate in the Expected Completion Date column your expected delivery date to the Lender.		<input type="checkbox"/>	
5. Building Permits Submission of Building Permits to Lender — if pre-start activity has occurred, Permits must be included.		<input type="checkbox"/>	
6. Pre-paid Information (Form D1) A fully completed Form D1 with all data fields completed — improperly documented prepaids will not receive credit.		<input type="checkbox"/>	
7. Draw at Close (Form E) A fully completed Form E with all data fields completed and signed documenting the hard cost draw at close.		<input type="checkbox"/>	

Please forward a completed Form D and all attachments via fax to **(888) 456-4999** or via email to UWMprojects@graniteriskmanagement.com. You may also mail materials to **Granite Risk Management, ATTN: Project Review Department**, 7730 Market Center Ave Suite 100, El Paso, TX 79912. For customer service questions, please call **(888) 456-4888**.

Prepaid Accounting Worksheet

Form D1



Contractor Name:

Borrower(s) Name:

Date:

Project Address:

Prepaid Applied to the Contract: Costs paid by the borrower(s) prior to the loan closing that are accounted for in the construction contract and budget for which the borrower(s) has requested equity credit. If the borrower(s) has requested cash back for prepaids, they cannot also receive equity credit.

Budget Line Number	Budget Amount (A)	Prepaid Amount (B)	Amount Remaining (A-B)	Type of Verification

Prepaid Outside to the Contract: Costs paid by the borrower(s) prior to the loan closing that are not accounted for in the construction contract and budget, i.e., architectural costs, permits etc. for which the borrower(s) has requested equity credit. If the borrower(s) has requested cash back for prepaids, they cannot also receive equity credit.

Description	Cost Amount (A)	Prepaid Amount (B)	Amount Remaining (A-B)	Type of Verification

Budget Line Number: The budget line from which the prepaid costs is being requested.

Description: Description of the outside of contract cost.

Budget Amount: The total budget line amount.

Cost Amount: The total amount of the outside of contract cost.

Prepaid Amount: The prepaid credit being requested against the budget or cost amount. NOTE: The prepaid amount cannot exceed the budget or cost amount.

Amount Remaining: The total remaining funds after prepaids are credited. Budget/Cost Amount(A) - Prepaid Amount(B) = Amount Remaining(C)

Type of Verification:

- **Prepaids applied to contract:** Invoices must be provided that correspond with the budget amount. In addition to invoices, provide one of the following documenting the payment of prepaid terms: canceled checks (front and back), bank statement, paid receipts, or unconditional lien releases.
- **Prepaids outside the contract:** Invoices must be provided that correspond with the budget amount. In addition to invoices, provide one of the following documenting the payment of prepaid terms: canceled checks (front and back), bank statement, paid invoices, or unconditional lien releases.

Draw Requirements

FIRST DRAW	PROGRESS DRAW	FINAL DRAW
Form E Construction Loan Disbursement Request/Authorization	Form E Construction Loan Disbursement Request/Authorization	Form E Construction Loan Disbursement Request/Authorization
Notification of Draw Status (NODS) Order inspection, verify Form E, review invoices and other support documentation, verify pre-conditions to funding first draw, sending NODS to primary contact and lender and requesting a building permit, if not already received	Notification of Draw Status (NODS) Order inspection, order & review title date down, review invoices & lien releases, verify Form E, sending NODS to contractor and lender and notify lender if maximum number of draws allowed has been reached	Notification of Draw Status (NODS) Order inspection, order & review title date down, review invoices & lien releases, verify Form E, sending NODS to contractor and lender and notify lender if maximum number of draws allowed has been reached
Draw Recommendation Package <ul style="list-style-type: none"> a. Draw Approval Form b. Form E c. Draw Amendment Form d. Project Cost Report e. Completed Draw Funding Notification 	Draw Recommendation Package <ul style="list-style-type: none"> a. Draw Approval Form b. Form E c. Draw Amendment Form d. Project Cost Report e. Completed Draw Funding Notification 	Draw Recommendation Package <ul style="list-style-type: none"> a. Draw Approval Form b. Form E c. Draw Amendment Form d. Final lien waiver e. Notice of Completion f. Certificate of Occupancy g. Project Cost Report h. Completed Draw Funding Notification
Exception Email Send an exception email to lender and Construction Department Manager if necessary	Exception Email Send an exception email to lender and Construction Department Manager if necessary	Exception Email Send an exception email to lender and Construction Department Manager if necessary
Draw Recommendation Make a recommendation to the lender within 24 hours of the draw request being complete upon receipt of all requested draw documentation	Draw Recommendation Make a recommendation to the lender within 24 hours of the draw request being complete upon receipt of all requested draw documentation	Draw Recommendation Make a recommendation to the lender within 24 hours of the draw request being complete upon receipt of all requested draw documentation
Lender Draw Approval Lender to review and verify all contents of the draw package. Upon approval, release draw to Granite	Lender Draw Approval Lender to review and verify all contents of the draw package. Upon approval, release draw to Granite	Lender Draw Approval Lender to review and verify all contents of the draw package. Upon approval, release draw to Granite
Draw Funding Notification Notifying the contractor that draw request has been funded	Draw Funding Notification Notifying the contractor that draw request has been funded	Obtain Documents <ul style="list-style-type: none"> a. Notice of Completion, as applicable b. Certificate of Occupancy c. Final Lien Releases for filed NTO's d. All Bills Paid Affidavit from the Contractor
		Obtain Documents prior to issuing the final wire <ul style="list-style-type: none"> a. Final Endorsement/Final title update b. Final Hazard Update c. Others, as required
		Draw Funding Notification Notifying the contractor that draw request has been funded

Bank Account Authorization

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Form F



Company Name:

Address:

City:

State:

Zip Code:

Borrower(s):

Loan Number:

Disbursement Authorization

I/We (print Borrower's name):

hereby authorize the Lender to disburse the proceeds of my/our loan in the total amount and manner as outlined below.

Disbursement Instructions

Completion and execution of this form will amend the disbursement instructions for funds to be wired solely to the General Contractor in lieu of the standard disbursement of a two-party check made payable to the General Contractor and Borrower.

Disbursement to General Contractor

If disbursement is to be made directly and solely to the General Contractor, the Amendment to *Construction Loan Agreement/Indemnification Agreement* must also be executed, and the Contractor must provide wire instructions.

Contractor Name:

Bank Name:

ABA (Routing Number):

Account Number:

Name on Account:

Bank Address:

City:

State:

Zip Code:

Telephone:

Signatures

Borrower:

Borrower Signature:

Date:

Borrower:

Borrower Signature:

Date:

Borrower:

Borrower Signature:

Date: