



## HomeStyle Renovation Checklist Builder Registration Project Approval Checklist

Borrower's Name: \_\_\_\_\_ Loan #: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Contractor: \_\_\_\_\_

### Builder Registration

- Contractor's Questionnaire ☐
- Contractors General Liability and Workers Comp Insurance ☐
- Certificate Holder's Clause:  
Everett Financial Inc., dba Supreme Lending ISAOA ATIMA  
P.O. Box 7057  
Troy, MI 48007-7057
- Contractor's License ☐
- Contractor's Company License ☐
- Contractor's W-9 ☐

All documents should be uploaded to Encompass and renovation@supremelending.com notified for review. Please note that the turn time for Contractor Registration is 24-48 hours once all docs have been received.

### Project Approval

- Purchase Agreement/Purchase Price = \$ \_\_\_\_\_ ☐
- Refi – Existing Loan Payoff Amount = \$ \_\_\_\_\_ ☐
- Renovation Contract(s) (FNMA Form 3730) / Contract Price = \$ \_\_\_\_\_ ☐
- Line-Item Cost Breakdown (labor and material costs noted) ☐
- Permit Certification ☐
- Important Notice Regarding Contingency Funds ☐
- Renovation Draw Request Disclosure ☐
- HomeStyle Renovation Mortgage Consumer Tips ☐
- Contractor Selection ☐
- Contractor Selection Acknowledgment ☐
- How many construction draws will the contractor need? \_\_\_\_\_ ☐

All documents should be uploaded to Encompass and renovation@supremelending.com notified for review. Please note that the turn time for Project Approval is 48-72 hours once all docs have been received.



## Contractor Questionnaire

*\*All blanks to be completed or insert "N/A"\**

### Contractor and Company Information:

Contractor/Builder Name: \_\_\_\_\_

Authorized Person to Sign for Company: \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

DBA(s), if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Date Established: \_\_\_\_\_ Is your Company Incorporated? \_\_\_\_\_

Year Incorporated: \_\_\_\_\_ State Contractor License Number: \_\_\_\_\_

Fed Tax ID# or Social Security #: \_\_\_\_\_ Years in Business: \_\_\_\_\_

Business Type: ☐ Corporation ☐ Partnership ☐ Proprietorship ☐ Individual

### Affiliated Business:

Company Name Type of Business Owner(s) Full Legal Names Ownership % Years in Business

\_\_\_\_\_  
\_\_\_\_\_

*Real estate investment groups, Title Co, Appraisers/Inspector, Mortgage Broker, Mortgage Company, Surveyor. (Use separate application of additional companies/owners). Submit documentation of all affiliate Companies/ Agreement with Registration Form. **Please put N/ A if there are none.***

### List of All Individuals Who Own 10% or More of the Company

Owner(s) Full Legal Names Title % of Ownership Married Single Separated

\_\_\_\_\_  
\_\_\_\_\_

If in business under a different name in the last 5 years, please indicate:

\_\_\_\_\_

### Experience(Projects Completed within the last year)

Client Name Project Location Client Daytime Contact/Phone Contract Amount Date of Completion

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub-Contractors (List all that require to be licensed for project and/or major work to be performed)**

**Sub-Contractor for this Project:** \_\_\_\_\_

Type: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ License Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Sub-Contractor for this Project:** \_\_\_\_\_

Type: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ License Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Sub-Contractor for this Project:** \_\_\_\_\_

Type: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ License Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Sub-Contractor for this Project:** \_\_\_\_\_

Type: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ License Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Financial References**

Financial Institution: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated Volume Financed: \_\_\_\_\_

**Insurance**

NOTE: Provide copy of insurance policy with minimum \$1,000,000.00 insurance coverage or Total Final Renovation Cost. Policy must be current and expiration date good through project end date, at minimum. Certificate Holder to be borrower (name/address) or lender:  
Everett Financial Inc., dba Supreme Lending ISAOA ATIMA P.O. Box 7057 Troy, MI 48007-7057.

Have you, the company or any of the principals, declared Bankruptcy within the last 10 years? ☐ Yes ☐ No

Are any income taxes past due? ☐ Yes ☐ No

Are you, the company, or any of the principals, currently a Defendant in any Suits or Legal Actions? ☐ Yes ☐ No

Do you, the company, or any of the principals, have any outstanding judgments against them? ☐ Yes ☐ No

Have you, the company or any of the principals, ever had your General Contractor's License revoked or suspended? ☐ Yes ☐ No

Contractor represents and warrants that all information in this Contractors Information is complete and accurate. Contractor authorizes the borrower, and/or lender, to contact the references listed above to verify that the information represented is complete and accurate. The information is for the confidential use of Supreme Lending, and/or assigns, in determining my credit worthiness as a licensed builder/contractor or to confirm information I have supplied. I authorize you to release requested information which may include information deemed necessary in connection with a consumer credit report.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Renovation Contract

Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

Borrower Name(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

THIS RENOVATION CONTRACT ("Contract") dated as of \_\_\_\_\_, \_\_\_\_\_ by and  
between \_\_\_\_\_ ("Owner") and  
\_\_\_\_\_ ("Contractor").

Owner and Contractor, in consideration of the mutual covenants hereinafter set forth,  
agree as follows:

### Article 1. Work.

Contractor will perform the renovation services identified in Exhibit "A" ("Work") in  
accordance with the Contract Documents, as identified in Article 8 of this Contract on  
property which is located at \_\_\_\_\_ ("Property").

### Article 2. Contract Time.

The Work will be completed on or before \_\_\_\_\_ ("Completion Date"), subject  
to modifications in approved Change Orders, but no later than twelve (12) months after  
the loan closing date on the Property. The Work will be considered completed when  
Owner's lender ("Lender") obtains a certification of completion stating the Work was  
completed in accordance with the Contract Documents, and the final, unconditional  
certificate of occupancy issued by the responsible government authority, if required by  
law. Before starting the Work, Contractor will submit to Owner for review an estimated  
progress schedule indicating the starting and completion dates of various stages of the  
Work and the corresponding payments to be made to the contractor.

### Article 3. Contract Price.

Owner will pay to Contractor an amount equal to \$ \_\_\_\_\_  
("Contract Price") for completion of the Work.

#### **Article 4. Change Orders.**

Any increase or decrease in the Contract Price, change in the Work or change in the Contract Time must be set forth in a change order signed by Owner and Contractor and approved by the Lender ("Change Order").

#### **Article 5. Contract Documents.**

The Contract Documents which comprise the entire Contract between Owner and Contractor concerning the Work consist of this Contract, Exhibit "A," the plans and specifications, and any Change Orders.

#### **Article 6. Payment Procedures**

**6.1 Progress Payments.** Contractor will submit to Owner a request for payment in a format agreed to by Owner and Contractor and approved by Lender ("Request for Disbursement") which will cover completed and inspected work. Within ten calendar days after a Request for Disbursement is presented, Owner will notify Contractor if Owner has any concerns about the Request for Disbursement that Owner believes should be resolved before Owner pays the amounts specified in the Request for Disbursement, and, in this event, Owner and Contractor will promptly meet to address such concerns. Owner will pay Contractor ninety percent (90%) of the full amount covered by the Request for Disbursement within ten calendar days from the day it was presented while retaining ten percent (10%) thereof ("Holdback") to be paid simultaneously with the final payment. Payment may be withheld for: (1) failure to perform the Work in accordance with the Contract Documents; (2) defective Work that is not corrected; or (3) failure of the Contractor to pay subcontractors or to pay for labor, materials or equipment when due.

**6.2 Final Payment.** Final payment of the balance of the Contract Price including the Holdback will be made in accordance with the following procedures:

a. When Contractor considers the Work substantially complete, Contractor will notify Owner in writing. Within a reasonable time thereafter, Owner and Contractor will inspect the Work. Promptly after such inspection, Owner will deliver to Contractor a written punch list of the items that must be completed in order for the Work to reach final completion ("Final Completion"). Alternatively, Owner will deliver to Contractor a written statement that Final Completion has been reached because no punch list items remain to be completed.

b. If Owner delivers a written punch list to Contractor, then Contractor will deliver to Owner a written notice that the Work is finally complete when Contractor believes that the punch list items have been completed. Then Owner and Contractor will promptly inspect the punch list items. Promptly after such inspection, Owner will deliver to Contractor either (i) a written statement that Final Completion has been reached or

(ii) another written punch list of the items that still must be completed in order for the Work to reach Final Completion in which event the punch list procedure described above will be repeated until all punch list items have been completed.

c. When Final Completion has been reached and after Contractor has delivered to Owner all maintenance and operating instructions, schedules, guarantees, certificates of inspection, marked-up record documents and other documents, Contractor may make application for final payment following the procedure for progress payments. The final Request for Disbursement will be accompanied by all documentation called for in the Contract Documents, together with complete and legally effective releases or waivers (satisfactory to Owner and Lender) of all potential liens arising out of or filed in connection with the Work.

#### **Article 7. Interest.**

Payments due and unpaid to Contractor will bear no interest.

#### **Article 8. Contractor's Representation.**

In order to induce Owner to enter into this Contract, Contractor makes the following representation:

Contractor has familiarized itself with the nature and extent of the Contract Documents, Work site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance or furnishing of the Work. Contractor is duly licensed to perform the Work as required by local laws and regulations.

#### **Article 9. Contractor's Responsibilities.**

**9.1. Performance.** Contractor will perform the Work in accordance with the Contract Documents. Contractor will be solely responsible for the means, methods, techniques, sequences and procedures of construction.

**9.2. Personnel.** Contractor will provide competent, suitable personnel to perform services as required by the Contract Documents. Contractor will at all times maintain good discipline and order at the Property.

**9.3. Furnished Items.** Contractor will furnish and be fully responsible for all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water sanitary facilities, temporary facilities and all other facilities and incidentals necessary for the furnishing, performance, testing, start-up and completion of the Work, except as specified in the Contract Documents.

**9.4. Materials.** All materials and equipment will be of good quality and new, except as otherwise provided in the Contract Documents. All materials and equipment will be

applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable supplier.

**9.5. Subcontractors.** Contractor will be fully responsible to Owner for all acts and omissions of its subcontractors, suppliers and other persons and organizations performing or furnishing any of the Work under a direct or indirect contract with Contractor just as Contractor is responsible for Contractor's own acts and omissions. Nothing in the Contract Documents will create any contractual relationship between Owner and any such subcontractor, supplier or other person or organization, nor will it create any obligation on the part of Owner to pay any such subcontractor, supplier or other person or organization except as may otherwise be required by laws and regulations. Contractor will give Lender the name, address and telephone number of each person that has a contract with Contractor to supply materials or labor for the Work.

**9.6. Permits; Inspections.** Contractor will obtain and will pay for all construction permits and licenses unless otherwise agreed to by the Owner in writing. Owner will assist Contractor, when necessary, in obtaining such permits and licenses. Contractor will pay all governmental charges and inspection fees necessary for the Work and arrange for all such inspections to occur if required. Contractor will give all notices and comply with all laws and regulations applicable to furnishing and performance of the Work.

**9.7. Taxes.** Contractor will pay all sales, consumer, use and other similar taxes required to be paid by Contractor in accordance with the laws and regulations of the place of the Work which are applicable during the performance of the Work.

**9.8. Use of Premises.** Contractor will confine construction equipment, the storage of materials and equipment and the operations of workers to the Property, and will not unreasonably encumber the Property with materials or equipment. Contractor will be fully responsible for any damage to the Property or areas contiguous thereto resulting from the performance of the Work. During the progress of the Work, Contractor will keep the Property free from accumulations of waste materials, rubbish and other debris resulting from the Work. At the completion of the Work, Contractor will remove all waste materials, rubbish and debris from and about the Property as well as all tools, appliances, construction equipment and machinery, and surplus materials, and will leave the Property clean and ready for occupancy by Owner.

**9.9. Record Documents.** Contractor will maintain in a safe place at the Property one record copy of all drawings, specifications, addenda, written amendments, Change Orders, and the like in good order and annotated to show all changes made during construction which will be delivered to Owner.

**9.10. Safety.** Contractor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. Contractor will comply with all applicable laws and regulations relating to the safety of persons or property.

**9.11. Continuing the Work.** Contractor will carry on the Work and adhere to the progress schedule during all disputes or disagreements with Owner.



**9.12. Damage to the Work.** Contractor will repair or replace, at Contractor's sole expense, every portion of the Work that is damaged or destroyed prior to Final Completion and caused in whole or in part by the acts or omissions of Contractor. Notwithstanding the foregoing, Owner will bear the cost of such repair or replacement if the sole cause of the damage or destruction of the Work was Owner's negligence.

**9.13. Warranty.** Contractor warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. If within one year after the date of Final Completion or such longer period of time as may be prescribed by laws or regulations or by the terms of any specific provision or applicable special guarantee in the Contract Documents, any Work is found to be defective, Contractor will promptly, without cost to Owner and in accordance with Owner's written instructions, promptly either correct such defective Work, or if it has been rejected by Owner, remove it from the Property and replace it with non-defective Work. If Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective Work corrected or the rejected Work removed and replaced, and all direct, indirect and consequential costs of such removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys and other professionals) will be paid by Contractor.

**9.14. Indemnity and Hold Harmless.** Contractor will indemnify and hold harmless Owner against all loss, liability, cost expense, damage and economic detriment of any kind whatsoever that arises out of or results from performance of the Work but only to the extent caused in whole or in part by the acts or omissions of the Contractor.

**9.15 Related Work at Property.** Owner may perform other work at the Property which is not part of the Work by Owner's own forces or let other direct contracts therefor. Contractor will afford Owner's own forces and each other contractor who is a party to such a direct contract proper and safe access to the Property and a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such work. Contractor will do all cutting, fitting and patching of the Work that may be required to make its several parts come together properly and integrate with such other work. Contractor will not endanger any work of others by cutting, excavating or otherwise altering their work and will only cut or alter their work with the written consent of Owner and the others whose work will be affected.

## **Article 10. Insurance.**

**10.1. Contractor's Insurance.** Contractor will purchase and maintain the following insurance policies: (i) a builder's all risk insurance policy (with a mortgagee's loss payable clause in favor of Lender and with a physical loss form endorsement), without co-insurance, in an amount not less than one hundred percent (100%) of the replacement cost of the Work, with the standard conditions; (ii) public liability insurance with limits of liability equal to at least \$500,000 per occurrence; (iii) workers' compensation insurance



as required by applicable state law; (iv) automobile liability insurance with limits of liability equal to at least \$300,000 per occurrence for each vehicle that will be used in providing the services hereunder; and (v) other insurance as is appropriate for the Work being performed.

Before any Work is started, Contractor will deliver to Owner certificates or other evidence of the insurance that Contractor is required to purchase and maintain.

**10.2 Owner's Insurance.** Owner will be responsible for purchasing and maintaining Owner's liability insurance and other reasonably appropriate insurance. Article 11. Termination.

## **Article 11. Termination.**

**11.1 Termination by Owner.** If the Contractor breaches any of its obligations under this Agreement, then Owner may give Contractor written notification identifying such breach. If Contractor has not cured such breach within seven (7) calendar days from its receipt of Owner's written notification or if such breach cannot be cured within such seven (7) day period, then if Contractor either does not begin cure within such seven (7) day period or fails to diligently prosecute cure to completion, Owner may terminate this Contract and take possession of the Work. Alternatively, instead of terminating the Contract, Owner may cure the breach and deduct the cost thereof from amounts otherwise owed to the Contractor.

**11.2 Termination by Contractor.** If the Owner breaches any of its obligations under this Agreement, then Contractor may give Owner written notification identifying such breach. If Owner has not cured such breach within seven (7) calendar days from its receipt of Contractor's written notification, or if such breach cannot be cured within such seven (7) day period, then if Owner either does not begin cure within such seven (7) day period or fails to diligently prosecute cure to completion, Contractor may terminate this Contract.

## **Article 12. Miscellaneous.**

**12.1. Assignment of any rights or interests under this Contract** will not be binding on any party to this Contract without the written consent of such party. Payments due under this Contract may not be assigned. Notwithstanding the foregoing, the Owner hereby assigns all of its rights, title and interest in and to this Contract to the Lender,

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, having an address at \_\_\_\_\_, as additional security for the loan. The Contractor hereby consents to such assignment. Notwithstanding anything to the contrary in this Contract, upon a breach by the Owner of this Contract, the Contractor will give the Lender notice of such a breach, at the address set forth above, and provided that the Owner or the Lender cures such default within a reasonable period and continues to pay the Contractor all amounts due under this Contract, the Contractor will continue to perform its services under this Contract.

12.2. Owner and Contractor each binds itself, its partners, successors, assigns and legal representatives, to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

12.3. This Contract and all issues, disputes and matters arising out of it will be governed by and construed in accordance with the law of the state in which the Property is located, exclusive of that body of law governing conflicts of laws.

IN WITNESS WHEREOF, Owner and Contractor have signed this Contract.

This Contract will be effective on \_\_\_\_\_ , \_\_\_\_\_ .

Owner: \_\_\_\_\_

Address for giving notices:

\_\_\_\_\_

\_\_\_\_\_

Contractor: \_\_\_\_\_

License #: \_\_\_\_\_

By: \_\_\_\_\_

Address for giving notices:

\_\_\_\_\_

\_\_\_\_\_

# Conventional Homestyle Bid

## Contractor Contact Information:

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contractor City, State, Zip: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_

Contractor Email: \_\_\_\_\_

## Borrower Contact Information:

Borrower Name: \_\_\_\_\_

Borrower Current Address: \_\_\_\_\_

Borrower Current City, State, Zip: \_\_\_\_\_

Borrower Phone: \_\_\_\_\_

Borrower Email: \_\_\_\_\_

## Property Address:

Property Address: \_\_\_\_\_

Property City, State, Zip: \_\_\_\_\_

## Permit Information: *(Must match Permit Certification)*

Is permit cost included in bid cost below? ☐ Yes ☐ No

Permit price (total): \$ \_\_\_\_\_

**If included, contractor must show permit cost within applicable section of work.**

*Refer to Permit Certification document for list of permits/inspections*

## Total Number of Draw Requests Desired *(including Final - 6 Max)*

Total Number of Draw Requests Desired? \_\_\_\_\_

## Cost Breakdown

*Bid must provide detailed description of work and breakdown of labor and material cost.*

1. Masonry	Material \$	Labor \$	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
2. Siding	Material \$	Labor \$	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Gutters/Downspouts	Material \$	Labor \$	Total
4. Roof	Material \$	Labor \$	Total
5. Shutters	Material \$	Labor \$	Total
6. Exterior Repair/Wood/Trim	Material \$	Labor \$	Total
7. Walkways	Material \$	Labor \$	Total
8. Driveway	Material \$	Labor \$	Total
9. Exterior Paint	Material \$	Labor \$	Total
10. Caulking	Material \$	Labor \$	Total
11. Fencing	Material \$	Labor \$	Total
12. Grading/Landscaping	Material \$	Labor \$	Total

13. Windows	Material \$	Labor \$	Total
14. Weather-Strip	Material \$	Labor \$	Total
15. Exterior Doors	Material \$	Labor \$	Total
16. Interior Doors	Material \$	Labor \$	Total
17. Framing/Partition Wall	Material \$	Labor \$	Total
18. Plaster/Drywall	Material \$	Labor \$	Total
19. Interior Painting/Decorating	Material \$	Labor \$	Total
20. Interior Wood Trim	Material \$	Labor \$	Total
21. Stairs	Material \$	Labor \$	Total
22. Closets	Material \$	Labor \$	Total

23. Wood Floors/Sub Floors	Material \$	Labor \$	Total
24. Finished Floors	Material \$	Labor \$	Total
25. Ceramic Tile	Material \$	Labor \$	Total
26. Bath Accessories	Material \$	Labor \$	Total
27. Plumbing	Material \$	Labor \$	Total
28. Electrical	Material \$	Labor \$	Total
29. HVAC	Material \$	Labor \$	Total
30. Insulation	Material \$	Labor \$	Total
31. Cabinetry	Material \$	Labor \$	Total
32. Appliances	Material \$	Labor \$	Total

33. Foundations/Basements	Material \$	Labor \$	Total
34. Site Cleanup	Material \$	Labor \$	Total
35. Miscellaneous	Material \$	Labor \$	Total
Grand Total:	\$ _____	\$ _____	\$ _____

Borrower's Signature: \_\_\_\_\_Date: \_\_\_\_\_

Co-Borrower's Signature: \_\_\_\_\_Date: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_Date: \_\_\_\_\_





## Permits and or Certifications Required

Borrower's Name: \_\_\_\_\_ Loan #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name of Municipality: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Permit(s) are required to begin work on the repairs outlined in the Specification of Repairs. **Copies of the permits must be attached to the first draw request for renovation funds to be disbursed.**

☐ **Purchase:** Prior to closing, the contractor must contact municipality and validate which permits will be required or all work listed on the Specification of Repairs or Final Contractor Estimate.

☐ **Refinance:** Prior to closing, the contractor must provide proof of application for all necessary permits required for all work listed on the Specification of Repairs or Final Contractor Estimate.

Certification(s) are required after work has been completed. Copies of the **Certifications must be attached to the final draw request** for funds to be disbursed.

PLEASE CHECK **ALL** OF THE APPROPRIATE BOXES THAT APPLY FOR THE PROJECT ON THE ABOVE REFERENCED LOAN.

Permit Type	Permit Required		Inspection Required		Cost of Permit/inspection (not repair)
General Building Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____
HVAC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____
Roofing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____
Electrical	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____
Plumbing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____
No Permits Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$ _____

Contractor Signature: \_\_\_\_\_ ID#: \_\_\_\_\_

Date: \_\_\_\_\_

### Borrower(s) Certification:

I (we) understand that I(we) am responsible for obtaining the required permits and city/local building authority inspections for the above items, and that no monies will be released from rehab escrow account for the items requiring permits until I have provided copy of the permit with the draw request documentation.

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## IMPORTANT NOTICE REGARDING CONTINGENCY FUNDS

A contingency fund is for the sole purpose of unforeseen issues that develop as a result of the proposed scope of work detailed in the lender approved agreements.

**The contingency fund is NOT authorized to be used for work that is unrelated to the scope of work in the lender approved agreements. Furthermore, the Funds can only be used with Approval from the Lender prior to the work being performed.**

Borrower's Initials: \_\_\_\_\_ / \_\_\_\_\_

Contractor's Initials: \_\_\_\_\_

In order to request lender approval for any qualified changes, Borrower(s) and Contractor must submit to Supreme Lending a fully completed and executed change order request using the form, FNMA 1200 "HomeStyle® Change Order Request" or HUD- 9277 "Request for Acceptance of Changes". These forms are available on the Fannie Mae or the 203kHud.gov website or can be obtained from your assigned escrow administrator. You may submit this completed form to Supreme Lending by fax at 972-499-7191, by e-mail at [renodisbursement@supremelending.com](mailto:renodisbursement@supremelending.com) or by mail at:

Supreme Lending  
Attn: Products Department ( Renovation Team)  
14801 Quorum Drive, Suite 300  
Dallas, TX 75254

If your request is approved by the lender, you will be notified by in writing or by phone.

PLEASE NOTE: DO NOT BEGIN WORK WITHOUT NOTICE OF APPROVAL BY THE LENDER.

**IF THE BORROWER ALLOWS ADDITIONAL WORK TO BE PERFORMED WITHOUT PRIOR WRITTEN LENDER APPROVAL THEN THE PAYMENT TO THE CONTRACTOR FOR ANY CHANGES IS SOLELY THE RESPONSIBILITY OF THE BORROWER.**

By signing below, you are acknowledging that you understand the procedures and requirements for the use of the contingency funds and fully accept your responsibility as stated above.

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contractor's Company Name: \_\_\_\_\_



## Renovation Draw Request Disclosure

When the contractor desires to request a draw, the required Draw Disbursement Request Form (HUD 9746 or Renovation Loan Disbursement Request) is to be completed and executed by all the necessary parties. All draw requests will require an Inspection to determine the percentage of completion for determination of the amount to be disbursed. When permits are required, those fees may be reimbursed to the contractor after Supreme Lending has received a copy of the required permits and receipt for payment. Draws will not be approved until copies of all Permits are obtained. With management approval, an initial disbursement may be made to cover deposits required for specialty items. Number of Draw Inspections anticipated will be determined by Contractor or Consultant however no more than five payments may be made to each contractor. The final payment to the contractor will be made following completion of all work, as evidenced by an inspection ordered by Supreme Lending and a signed Lien Release of any and all liens arising out of the contract or submission of receipts to evidence payment covering all subcontractors or suppliers who could file a legal claim.

All draw requests must be submitted directly to Supreme Lending. Please fax this request to 972-499-7191 or submit via e-mail to [renodisbursement@supremelending.com](mailto:renodisbursement@supremelending.com) so that an inspection can be ordered. The Draw Disbursement Request Form by Contractor, Consultant or the Renovation Construction Administrator with Supreme Lending and signed by the Borrower and Contractor for each draw. Upon receipt of inspection by Lender, funds will be disbursed to the Contractor by two party check. It is anticipated that the time from submittal of an acceptable request and receipt of an inspection report until the check is issued for delivery to the contractor shall be 4-5 business days unless there are delays by the inspector and/or closing agent. Please note: The cost for any failed inspections will be deducted from the Contractor's proceeds. Final payment will be paid after the Final Inspection and receipt of Clear Title Update.

Any questions related to draws are to be addressed with Supreme Lending. You may contact the renovation disbursements team by email at [renodisbursement@supremelending.com](mailto:renodisbursement@supremelending.com), by fax at 972-499-7191 or by mail at:

Supreme Lending  
Attn: Products Department (Renovation)  
14801 Quorum Drive, Suite #300  
Dallas, TX 75254

***Please Note: All change orders must be submitted to Supreme Lending for lender approval prior to the start of the additional work.***

By signing below, you are acknowledging that you understand the draw procedure and accept the responsibility of this disclosure.

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contractor's Company Name: \_\_\_\_\_



## HomeStyle® Renovation Mortgage Consumer Tips

Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

Borrowers Name(s): \_\_\_\_\_

Please review the important tips listed below about Fannie Mae's HomeStyle® Renovation mortgage and home improvement projects.

- ☐ For the HomeStyle® Renovation mortgage, the lender may advance up to 50% of the cost of the materials to secure suppliers for the project.
- ☐ A portion of these funds may be used to pay for architect, design and plan development, and permitting fees. The borrower may not directly receive any funds. The funds provided for renovation are placed in an interest-bearing escrow account (Renovation Escrow Account).
- ☐ The lender may require that a contingency reserve be placed in the Renovation Escrow Account to cover unforeseen repairs or deficiencies during the renovation. If funds remain after the renovation is complete, they can be applied to additional elective repairs or improvements or can be used to reduce the principal balance. If you deposit funds into the account, the funds you deposited can be paid directly back to you at your option.
- ☐ When selecting a contractor, always review the contractor's references, licensing, and financial background. Ask the lender for a Contractor Profile form to assist in your review, or locate one on our website.
- ☐ You are responsible for negotiating any agreements or warranties with the contractor. The lender does not provide any warranty on the contractor's work.
- ☐ You are responsible for overseeing the renovation and ensuring that it is done as specified in the Construction Contract with the contractor. If work stops for an extended period of time, or there are problems with the work performed that may cause significant delays, you must contact the lender.
- ☐ If you are purchasing a home to renovate it, please note that the lender does not warrant or guarantee the condition of the property being purchased or the renovation.
- ☐ You are responsible for making the mortgage payment each month, even if the renovation is not satisfactorily completed. Borrower may finance up to 6 months of principal, interest, taxes, and insurance (PITI) payments if the home cannot be occupied during the renovation.
- ☐ Funds for the renovation are paid in accordance with a schedule acceptable to you, the contractor, and the lender. Material draws may be issued immediately after closing of the loan. Funds are released to the contractor after an inspection of each phase of the renovation. The funds are provided in a check made payable jointly to both you and the contractor. You request these payments on a draw request form submitted to the lender.
- ☐ Do not approve funds be released to the contractor if you are not happy with the work. Do not accept unsatisfactory work. Do not pay the contractor "up front" out of your own funds before the renovation is satisfactorily completed.
- ☐ The lender may withhold some of the funds from each Draw Request. These funds are paid to the contractor when the work is completed. This helps to protect you from a contractor failing to complete the renovation.
- ☐ If you would like to revise the original approved renovation, you must submit a Change Order Request to the lender for approval, and deposit any additional required funds (including contingency reserve) in the Renovation Escrow Account.
- ☐ When the renovation is completed, the appraiser will be required to inspect the home and issue an addendum to the appraisal indicating that the work has been completed. The lender should provide you an accounting for all distribution of funds in the Renovation Escrow Account.

I acknowledge that I have read these Consumer Tips and that I understand them.

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The lender certifies the Borrower(s) has received these Consumer Tips.

Lender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Contractor Selection Acknowledgment

You have applied for a renovation loan. One of the requirements for this type of loan is that you have a General Contractor. You must select this General Contractor. Neither the Lender nor its employees can refer you to a specific contractor. It is your responsibility to select the contractor and to check the work and references of the contractor you select.

Below are some tips to assist you in choosing a contractor:

- Check with the Better Business Bureau to see if any claims have been filed against the contractor.
- Get a list of Homeowner references from the contractor, and then call them to see if they were satisfied with the contractor's work and completion time.
- If possible, go to existing jobs the contractor may have in progress or has just completed and check the work yourself.

It is impossible to ensure that no problems will arise with the contractor during the renovation process. However, the above items may help minimize any problems that may occur. Once you have selected your contractor, the following items should be submitted to your Loan Officer.

✓	Name On Form	Description
<input type="checkbox"/>	Contractor Checklist	A checklist of documents for the contractor to review and execute
<input type="checkbox"/>	Renovation Contract	This is agreement between the borrower and contractor, agreeing to terms. Must be signed by the contractor & borrower.
<input type="checkbox"/>	Contractor Questionnaire	Information needed to ensure all qualification standards are met.
<input type="checkbox"/>	Contractor Attestation	Indicates what licenses the contractor holds
<input type="checkbox"/>	Notice to Contractor	An outline of requirements the contractor agrees to meet during the renovation process.
<input type="checkbox"/>	Contractor's Estimate	An itemized bid for all improvements for subject property.
<input type="checkbox"/>	W-9	Must be completed and submitted with Contractor Questionnaire.
<input type="checkbox"/>	License(s)	Supply a copy of all applicable licenses necessary to meet all state/local requirements including Sub Contractor (elect/plumbing/HVAC)
<input type="checkbox"/>	General Liability Insurance Policy	Supply a copy of insurance policy that has a minimum of \$1,000,000 insurance coverage and workman's comp coverage if required by the State
<input type="checkbox"/>	Permit Certification	Must be completed prior to close of loan, the form must be verified with the local municipality and signed by Contractor, Borrower and Consultant (if applicable)
<input type="checkbox"/>	Important Notice Regarding Contingency Funds	Explains the purpose and the process to request funds
<input type="checkbox"/>	Draw Request Disclosure	Explains the Draw Request Process



Borrower(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Lender: \_\_\_\_\_

Borrower hereby warrants and represents (which warranties, covenants, agreements and representations shall survive the making of any and all advances) to Lender, its agents, successors and/or assigns (hereinafter collectively called "Lender") as follows:

Borrower acknowledges that Borrower will select and investigate or has selected and investigated the background, experience and reputation of any and all contractors (hereinafter referred to as "Contractors") who will furnish labor, material or other services for the construction of said improvements and that Lender has, and shall have, no responsibility or liability whatever for such persons or for the quality of their materials or workmanship.

Borrower acknowledges that Lender has the right to verify the acceptability of Borrower's selection of any or all Contractors in accordance with the guidelines set forth by the Department of Housing and Urban Development (hereinafter referred to as "HUD"), USDA, or Fannie Mae and, additionally, Lender has the right to disallow any or all Contractors that do not meet the guidelines for Contractors as set out by HUD, USDA, or FNMA.

Borrower understands that these statements and acknowledgments are made for the purpose of inducing the Lender to advance the money pursuant to the terms of the Loan documents, and the Lender is relying upon the truth and accuracy of the statements made in advancing such loan proceeds. Further, Borrower agrees to indemnify and save Lender, its agents, successors and/or assigns, harmless against costs, damages, attorney's fees, expenses and liabilities which it may incur or sustain in connection with the incorrectness of any of these representations or any court action arising therefrom and will pay the same upon demand. Borrower further agrees to indemnify and save Lender, its agents, successors and/or assigns, harmless from any claims by or against the Contractor or any subcontractors or material suppliers.

Borrower' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Borrower' Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Instructions

### **HomeStyle® Renovation Consumer Tips**

This document includes a list of helpful tips and information for HomeStyle® Renovation mortgages, which can also be used as general "best practices" information for most home improvement projects.

### **Copies**

Original.

### **Print this form**

This form must be printed on letter size paper, using portrait format.

### **Instructions**

This is NOT a required document for HomeStyle® mortgages. However, a lender may use it to help the borrower better understand the terms of a renovation or home improvement mortgage. As an option, a lender may require the borrower to sign the document to confirm that he or she understands the information provided.