



## DOCUMENTS NEEDED

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### DOCUMENTS NEEDED TO COMPLETE A PRE-CONSTRUCTION REVIEW OR DRAW INSPECTION

The following construction documents are **CRITICAL** to begin a Pre-Construction Cost and Document Review or to complete a Draw/Progress Inspection and Funding Recommendation:

1. **USA Construction Consultants Proposal Letter signed by Lender.**
2. **Civil, Architectural, Structural, Mechanical, Electrical, Plumbing Plans** and any other applicable drawings.
  - a. Preferably these plans are reduced in size (no smaller than 11" X 17") and approved by the appropriate regulatory authorities.
3. **Executed Owner/Contractor Agreement(s)**, including attachments, addenda or exhibits.
4. **Total Project Budget / Sources and Uses of Funds Statement.**
5. **General Contractor's "Hard" Cost budget.**
  - a. Typically prepared on AIA Documents G702 and G703.
  - b. The Contractor's fee should be listed as a separate line item.
  - c. The Schedule of Values should be broken out with sufficient detail to insure credit for completed work during inspection phase of project.

The following construction documents are **RECOMMENDED** and will provide an enhanced Pre-Construction Cost and Document Review or Draw/Progress Inspection and Funding Recommendation. Review of these items is included in the standard report fee.

1. **Application(s) for Payment or Change Orders**, submitted to date.
2. **Soils Investigation, Geotechnical, and/or Phase I Environmental Reports.**
3. **Job Specifications or Project Manual**, if any are prepared.
4. **Project Construction Schedule.**
5. **Land Disturbance, Demolition, and/or Building Permits.**
6. **Utility Availability Letters.**
7. **ALTA/ACSM Land Title Survey.**
8. **Performance and Payment Bonds**, if required.
9. **Executed Owner / Architect Agreement**, if any.
10. **Loan Commitment Letter.**