

BuildSmart™ Intake Form

(Ground-Up Construction – 1–4 Units)

1. LOAN SUBMISSION DETAILS

Date Submitted: _____
Email: _____

LO/Broker Name: _____
Phone: _____

2. PROPERTY & PROJECT INFORMATION

Subject Property Address

City

State

Zip

Property Type	_____	Units	_____
Current Condition	_____	Sq. Ft. (Total Planned):	_____
Construction Timeline	_____	Zoning	_____
Acquisition Source	_____	Construction Type	_____
Transaction Type	_____	Entity Name	_____
Project Summary	_____		

If MID-SWING – Answer the following:

% Const. Complete	_____	Hard Costs to Date	_____
Weather-Tight	_____	Foundation Complete	_____
Framing Complete	_____	Major Systems Done	_____
Est. Completion	_____	Total Budget	_____
Remaining Budget	_____	GC Active	_____

NOTES _____

3. LOAN REQUEST DETAILS

If PURCHASE – Answer the following:

Land Purchase Price	_____	Total Budget (Hard + Soft)	_____
EMD	_____	Sales Contract Signed	_____
Target Close Date	_____	As-Completed Value	_____
Seller Credits	_____	Down Payment	_____
Contingency Period	_____	Exit Strategy	_____

NOTES _____

If REFINANCE – Answer the following:

Orig. Purchase Price	_____	Orig. Purchase Date	_____
Existing Liens/Loans	_____	Current Payoff(s)	_____
Construction Started	_____	% Complete	_____
Hard Cost Spent	_____	Remining Budget	_____
Prior Const. Budget	_____	As-Is Value	_____
Last Appraisal Date	_____	As-Completed Value	_____
Weather-Tight	_____	Current Monthly Rent	_____
Permit Status	_____	Reason for Refinance	_____

NOTES _____

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4. PROJECT & FUNDING DETAILS

Draw Schedule	_____	Permit Status	_____
Int. Adv. Requested	_____	GC Agreement	_____
Contingency Funds	_____	Target List Price (if sell)	_____
Draws Requested	_____	Insurance in Place	_____
Budget Holdback	_____	Exit Strategy	_____
Project Managed By	_____	Target Rent (if Hold)	_____
Plans & Spec Submit	_____	Foundation Complete	_____

NOTES: _____

5. EXPERIENCE (LAST 36 MONTHS) & TRACK RECORD (LIFETIME)

# Completed GUC	_____	Largest Proj. Budget	_____
Lgst As-Complete Value	_____	Max Proj. Purchase \$	_____
Avg. Build Time (mo.)	_____	Experience Tier	_____

NOTES: _____

6. GUARANTOR/BORROWER INFORMATION

Guarantor's Information

Co-Guarantor's Information (if applicable)

Name:	_____	Name:	_____
Email:	_____	Email:	_____
Phone:	_____	Phone:	_____
Credit Score:	_____	Credit Score:	_____
Experience:	_____	Experience:	_____
Liquidity(\$):	_____	Liquidity(\$):	_____
Net Worth (\$)	_____	Net Worth (\$)	_____
Role in Project	_____	Role in Project	_____

NOTES: _____

7. SUPPORTING DOCUMENTS – SUBMIT VIA DOCDROP™ OR EMAIL

DOCUMENT TYPE

DESCRIPTION

ID Verification:	Government-issued photo ID (Driver's License or Passport) for all guarantors.
Entity Formation Docs:	Articles, EIN Letter, and Operating Agreement/Bylaws.
Real Estate Schedule (SREO):	Current List of all owned properties with values, debt, and rents.
Experience Track Record:	Spreadsheet of completed <i>ground-up</i> construction projects (include dates, ACVs, budgets).
Purchase Contract (if land purchase):	Fully executed purchase agreement signed by all parties.
Plans & Specifications:	Full architectural plans, elevations, floor plans, and material specs.
Permits (if applicable):	Copies of all required building or trade permits issued for the project.
Const, Budget & Scope of Work:	Detailed, Line-item hard/soft costs with descriptions.
Contractor License & Insurance:	Active license(s) and liability/workers' comp proof.
Site Photos:	Photos of lot, surroundings, and any improvements.
3 Months Bank Statements:	Personal or business statements to verify liquidity and reserves.
Insurance Quote/Policy:	Policy/quote covering project and loan amount.

Click here for required documents – DealKit™