



CONSTRUCTION LOAN PROCESSING CHECKLIST

CUSTOMER NAME: _____
PROPERTY ADDRESS: _____

PHONE NO. HOME: _____
BUSINESS: _____
CELL: _____

BUILDER NAME: _____
BUSINESS ADDRESS: _____

PHONE NO. BUSINESS: _____
FAX: _____
CELL: _____

- () **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 cost of the project submitted.
- () **PERMITS ~ APPROVALS:** Building permit if possibly. (Septic design is extremely important for review analysis if on hand)
- () **DIRECTIONS:** Clear directions to property location.

"THE DECISION IS REACHED BASED ON THE INFORMATION RECEIVED"
CLEAR PRESENTATION ELIMINATES NEEDLESS
DELAYS IN PROCESSING.....



MORTGAGE COMMITMENT BREAKDOWN

BANK: _____
BRANCH: _____
LOAN OFFICER: _____
PHONE: _____
LOAN PROCESSOR: _____
PHONE: _____ FAX: _____
CUSTOMER: _____
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)

ASI File #	Date Rec'd	RESIDENTIAL: PROJECT COST ANALYSIS
 11A Hampton Road Exeter, NH 03833-4807		Customer: Project: Address: Phone:
Ph: 603-772-1180 Fax: 603-772-1181		Builder: Address: Phone:

DESCRIPTION		TOTAL			DESCRIPTION		TOTAL		
1	SITE PREPARATION				17	INTERIOR TRIM			
	clear - grub					trim - mop			
	blasting					doors			
2	EXCAVATION					special			
	rough driveway				18	PAINT INTERIOR			
	septic / sewer					other			
	fill - finish grade				19	PAINT EXTERIOR			
3	LANDSCAPE					other			
	loam - seed				20	CABINETS - VANITIES			
	other					other			
4	PAVEMENT				21	SPECIAL SYSTEMS			
	other					alarm			
5	FOUNDATION					central vac			
	walls				22	ACCESSORIES			
	slabs					door hdwre			
	entry					shelving			
	coating - insulate					bath - other			
6	FRAME				23	ELECTRICAL			
	materials					rough			
	labor					finish			
7	DECKS - STEPS				24	LIGHTING ALLOWANCE			
8	ROOFING				25	PLUMBING			
9	SIDING					rough			
	other					finish			
10	EXTERIOR TRIM					fixtures			
11	CHIMNEY - FIREPLACE				26	HEAT - HVAC			
	other					rough			
12	INSULATION					finish			
13	SHEETROCK - PLASTER				27	WATER			
14	FLOORING					well - pump			
	carpet - inlaid					city hook-up			
	tile				28	APPLIANCES			
	wood					other			
	other				29	SOFT COSTS			
15	STAIRS				30	MISCELLANEOUS			
	main				31	LAND			
	cellar				32	REAL ESTATE FEES			
16	WINDOWS - DOORS EXT								
	ext package								
	other								
	garage doors								
						TOTAL PROJECT COSTS			

ASI File #

Date Rec'd

RESIDENTIAL: PROJECT COST ANALYSIS



11A Hampton Road
Exeter, NH 03833

Customer:

Project:

Address:

Phone:

JOHNSON, DAVID J

33 WESTON DRIVE

DOVER, NEW HAMPSHIRE 03820

(603) 742-4477

Builder:

Address:

ABC CONSTRUCTION

1 MAIN STREET

DOVER, NEW HAMPSHIRE 03820

SAMPLE

Ph: 603-772-1180

Fax: 603-772-1181

Phone:

(603) 742-1134

DESCRIPTION	TOTAL	DESCRIPTION	TOTAL
1 SITE PREPARATION	3 5 0 0	17 INTERIOR TRIM	9 2 0 0
clear - grub		trim - mop	1 0 0 0
blasting		doors	7 2 0 0
2 EXCAVATION	14 5 0 0	special	1 0 0 0
rough driveway	3 0 0 0	18 PAINT INTERIOR	2 3 0 0
septic / sewer	8 5 0 0	other	
fill - finish grade	3 0 0 0	19 PAINT EXTERIOR	2 0 0 0
3 LANDSCAPE	3 0 0 0	other	
loam - seed		20 CABINETS - VANITIES	10 0 0 0
other		other	
4 PAVEMENT	2 5 0 0	21 SPECIAL SYSTEMS	8 0 0
other		alarm	
5 FOUNDATION	11 5 0 0	central vac	8 0 0
walls	9 1 0 0	22 ACCESSORIES	7 0 0
slabs	2 0 0 0	door hdwre	
entry		shelving	
coating - insulate		bath - other	
6 FRAME	26 2 0 0	23 ELECTRICAL	5 0 0 0
materials	16 2 0 0	rough	
labor	10 0 0 0	finish	
7 DECKS - STEPS	3 0 0 0	24 LIGHTING ALLOWANCE	2 0 0 0
8 ROOFING	3 5 0 0	25 PLUMBING	11 0 0 0
9 SIDING	8 0 0 0	rough	
other		finish	
10 EXTERIOR TRIM	1 6 0 0	fixtures	
11 CHIMNEY - FIREPLACE	8 0 0 0	26 HEAT - HVAC	8 0 0 0
other		rough	
12 INSULATION	2 5 0 0	finish	
13 SHEETROCK - PLASTER	7 0 0 0	27 WATER	4 0 0 0
14 FLOORING	9 8 0 0	well - pump	
carpet - inlaid	1 8 0 0	city hook-up	
tile	8 0 0 0	28 APPLIANCES	1 2 0 0
wood		other	
other		29 SOFT COSTS	
15 STAIRS	1 0 0 0	30 MISCELLANEOUS	2 5 0 0
main		31 LAND	
cellar		32 REAL ESTATE FEES	
16 WINDOWS - DOORS EXT	14 0 0 0		
ext package	13 0 0 0		
other			
		TOTAL PROJECT COSTS	178 3 0 0