



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

COMMERCIAL: PROJECT COST ANALYSIS



11A Hampton Road
Exeter, NH 03833-4807

Ph: 603-772-1180

Fax: 603-772-1181

Customer:

Project:

Address:

Phone:

Builder:

Address:

Phone:

DESCRIPTION		TOTAL		DESCRIPTION		TOTAL	
1	SITE PREPARATION			13	SPECIAL		
	clear - grub						
	demolition			14	THERMAL (INSULATION)		
2	SITWORK				ceilings		
	rough excavation				walls		
	gravel / fill				floors		
	septic / sewer				other		
	water / well			15	FINISHES - WALLS		
3	LANDSCAPE - PAVE				sheetrock		
	loam / seed				other		
	curbing			16	FINISHES - CEILINGS		
	pave - rough				suspended		
	pave - finish				other		
4	CONCRETE - WALLS			17	DOORS - FRAMES - HDWRE		
	reinforcing						
	insulation			18	PAINT		
	other				interior		
5	CONCRETE - FLATWORK				exterior		
	floors			19	FLOORING		
	piers						
	reinforcing			20	ELECTRICAL		
6	MASONRY				service		
	block / brick				underground		
	chimney / fireplace				lighting allowance		
	other			21	PLUMBING		
7	STRUCTURAL STEEL						
	structural			22	SPRINKLER		
	metals						
	other			23	HEAT - HVAC		
8	ERECTION						
	structural			24	MISCELLANEOUS		
	metal						
	other			25	SOFT COSTS		
9	CARPENTRY				engineering		
	frame				permits		
	finish				insurance / legal		
	other			26	OVERHEAD - PROFIT		
10	ROOFING				management		
11	SIDING			27	LAND - FEES		
12	WINDOWS - DOORS EXT				TOTAL PROJECT COSTS		

ASI File #

Date Rec'd

**COMMERCIAL:
PROJECT COST ANALYSIS**

11A Hampton Road
Exeter, NH 03833

Customer: 33 WESTON DRIVE, LLC
Project: 33 WESTON DRIVE
Address: DOVER, NEW HAMPSHIRE 03820

Phone: (603) 742-4477

Builder: ABC CONSTRUCTION
Address: 1 MAIN STREET
DOVER, NEW HAMPSHIRE 03820

Phone: (603) 742-1134

Ph: 603-772-1180

Fax: 603-772-1181

SAMPLE

DESCRIPTION		TOTAL				DESCRIPTION		TOTAL			
1	SITE PREPARATION	3	5	0	0	13	SPECIAL				
	clear - grub										
	demolition										
2	SITWORK	14	5	0	0	14	THERMAL (INSULATION)	10	0	0	0
	rough excavation	3	0	0	0		ceilings				
	gravel / fill	3	0	0	0		walls				
	septic / sewer	8	5	0	0		floors				
	water / well						other				
3	LANDSCAPE - PAVE	3	0	0	0	15	FINISHES - WALLS	5	0	0	0
	loam / seed						sheetrock				
	curbing						other				
	pave - rough					16	FINISHES - CEILINGS	5	0	0	0
	pave - finish						suspended				
4	CONCRETE - WALLS	10	0	0	0		other				
	reinforcing					17	DOORS - FRAMES - HDWRE	12	5	0	0
	insulation										
	other					18	PAINT	10	0	0	0
5	CONCRETE - FLATWORK	9	5	0	0		interior	7	0	0	0
	floors						exterior	3	0	0	0
	piers					19	FLOORING	28	0	0	0
	reinforcing										
6	MASONRY	17	0	0	0	20	ELECTRICAL	22	5	0	0
	block / brick						service				
	chimney / fireplace						underground				
	other						lighting allowance				
7	STRUCTURAL STEEL	26	0	0	0	21	PLUMBING	19	0	0	0
	structural										
	metals					22	SPRINKLER	8	5	0	0
	other										
8	ERECTION					23	HEAT - HVAC	10	0	0	0
	structural										
	metal					24	MISCELLANEOUS	8	5	0	0
	other										
9	CARPENTRY	6	5	0	0	25	SOFT COSTS	50	0	0	0
	frame						engineering	25	0	0	0
	finish						permits	10	0	0	0
	other						insurance / legal	15	0	0	0
10	ROOFING	15	0	0	0	26	OVERHEAD - PROFIT				
11	SIDING	9	5	0	0		management				
12	WINDOWS - DOORS EXT	8	0	0	0	27	LAND - FEES	100	0	0	0
							TOTAL PROJECT COSTS	411	5	0	0