



CONSTRUCTION LOAN PROCESSING CHECKLIST

CUSTOMER NAME: _____
PROPERTY ADDRESS: _____

PHONE NO. HOME: _____
BUSINESS: _____

BUILDER NAME: _____
BUSINESS ADDRESS: _____

PHONE NO. BUSINESS: _____
FAX: _____

- () **MORTGAGE COMMITMENT BREAKDOWN** (To be filled out by the loan officer) and act as a cover sheet when completed.
- () **COST ANALYSIS:** Complete cost breakdowns. (Be specific)
- () **PLANS W/ LAYOUT AND SPEC. OUTLINE:** Imperitive to properly review any package for processing.
- () **CONTRACT ~ PROPOSALS ~ QUOTES:** Whichever applies to back total cost of project submitting for review.
- () **PERMITS ~ APPROVALS:** Building permit if possible. (Septic design is extremely important for review analysis if on hand)
- () **DIRECTIONS:** Clear directions to property location is essential for processing.

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

ASI File #

Date Rec'd

**COMMERCIAL:
PROJECT COST ANALYSIS**

225 Water Street
Exeter, NH 03833-2417

Customer:
Project:
Address:

Phone:

Builder:
Address:

Ph: 603-772-1180

Fax: 603-772-1181

Phone:

DESCRIPTION		TOTAL		DESCRIPTION		TOTAL	
1	SITE PREPARATION			13	SPECIAL		
	clear - grub						
	demolition			14	THERMAL (INSULATION)		
2	SITework				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**

225 Water Street
Exeter, NH 03833-2417

Customer: **JOHNSON, DAVID J**
Project: **33 WESTON DRIVE**
Address: **DOVER, NEW HAMPSHIRE 03820**

Phone: **(603) 742-4477**

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



MORTGAGE COMMITMENT BREAKDOWN

BANK: _____
BRANCH: _____
LOAN OFFICER: _____
PHONE: _____

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)