



OUT-OF-STATE RESIDENTIAL INSPECTION FUNDING INSTRUCTIONS

PLEASE CALL ASI AT LEAST 48 HOURS PRIOR TO THE REQUESTED INSPECTION DATE.

FILL OUT REQUISITION FOR PAYMENT AS FOLLOWS ~ THIS FORM **MUST** BE SIGNED BY BOTH PARTIES. (OWNER AND BUILDER)

- A) LABEL EACH CATEGORY UNDER DESCRIPTION.
- B) TOTAL OF CATEGORY UNDER "THIS REQ".
- C) TOTAL ALL CATEGORIES AT BOTTOM.
- D) DO NOT USE "COMMENT AREA FOR ASI USE ONLY".

COMPLETE LIEN AFFIDAVIT (AND/OR LIEN WAIVERS IF REQUIRED
(NOTE: LIEN WAIVERS ARE REQUIRED IN MASSACHUSETTS.)

PLEASE HAVE ALL PAPERWORK IN ORDER FOR INSPECTION DATE TO ENSURE TIMELY PROCESSING OF DISBURSEMENT.

PLEASE CONTACT ASI FOR INFORMATION ON DEPOSITS FOR ORDERING OF WINDOWS OR CABINETS.

IF YOU HAVE ANY QUESTIONS PLEASE CALL ASI MONDAY THROUGH FRIDAY, 9:00 AM ~ 5:00 PM. IF LEAVING A MESSAGE, PLEASE REFER TO PROJECT NAME, BANK AFFILIATED AND CONTRACTOR WITH ALL MESSAGES.

ASI 225 Water Street Exeter, NH 03833-2417 / Phone: 772-1180 / Fax: 772-1181

LIEN AFFIDAVIT

(PLEASE PRINT CLEARLY IN ALL AREA'S EXCEPT SIGNATURE)

DATE OF THIS INSTRUMENT: _____ DAY OF _____, 200__

AMOUNT OF REQUESTED
DISBURSEMENT:

\$

NAME OF BUSINESS
REQUESTING FUNDS: _____

NAME OF INDIVIDUAL
REQUESTING FUNDS: _____

NAME OF
PROPERTY OWNER: _____

ADDRESS OF
PROPERTY: _____

THE UNDERSIGNED MORTGAGOR (OWNER) OR MORTGAGOR'S AGENT (BUILDER/SUB-CONTRACTOR/SUPPLIER) HEREBY CERTIFIES TO THE CONSTRUCTION MORTGAGEE (BANK/LENDER), THAT ALL WORK FOR WHICH THE REQUESTED DISBURSEMENT IS TO BE MADE HAS BEEN COMPLETED AND THAT ALL SUB-CONTRACTORS AND OR THEIR SUPPLIERS OF MATERIAL AND, OR LABOR HAVE BEEN PAID FOR THEIR SHARE OF SUCH WORK OR WILL BE PAID OUT OF THIS DISBURSEMENT THROUGH THE DATE LISTED ABOVE.

SIGN BY INDIVIDUAL REQUESTING FUNDS
(MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC)

TO BE FILLED OUT BY NOTARY PUBLIC

STATE OF: _____ COUNTY OF: _____

SUBSCRIBED AND SWORN TO BEFORE ME, THIS _____ DAY OF _____, 200__

NOTARY PUBLIC: _____

MY COMMISSION EXPIRES: _____



225 WATER STREET • EXETER, NH 03833-2417 / BUS. 603-772-1180 / FAX: 603-772-1181

REQUISITION FOR PAYMENT

PKG.#	CUSTOMER
REQ. #	CONTRACTOR

Original Contract Amount	\$	_____
Net Change Per Change Orders (Form 8604)	\$	_____
Revised Contract to Date	\$	_____

Total Amount Completed to Date	\$	_____
Less Retainage (if applicable)	\$	_____
Total Amount Earned to Date	\$	_____
Less Previous Payments	\$	_____
Current Payment Requisitioned Hereunder	\$	_____

CUSTOMER SIGNATURE			CONTRACTOR SIGNATURE	
DESCRIPTION	THIS REQ		FOR ASI USE ONLY	
			DATE INSP.	DATE RET'D
			TIME INSP.	INSPECTOR
TOTAL REQ.	\$		INSPECTOR SIGNATURE	

LIEN WAIVER

(PLEASE PRINT CLEARLY IN ALL AREA'S EXCEPT SIGNATURE AND WITNESS)

TO ALL WHOM IT MAY CONCERN:

THE UNDERSIGNED
BUSINESS:

INDIVIDUAL:

UNDER AN AGREEMENT
WITH:

PROPERTY LOCATED AT:

THE OWNERS OF
SUCH PROPERTY ARE:

THEREFORE, THIS _____ DAY OF _____, 200__, FOR AND IN
CONSIDERATION OF THE SUM OF \$_____, HAS BEEN PAID AND
RECEIVED, THE UNDERSIGNED DOES HEREBY WAIVE AND RELEASE ANY
LIEN RIGHTS TO, OR CLAIM OF LIEN WITH RESPECT TO AND ON SAID
ABOVE DESCRIBED PREMISES, AND THE IMPROVEMENTS THEREON,
AND ON THE MONIES OR OTHER CONSIDERATIONS DUE OR TO BECOME
DUE FROM THE OWNER, ON ACCOUNT OF LABOR, SKILL, SERVICE,
MATERIAL AND/OR EQUIPMENT FURNISHED BY THE UNDERSIGNED TO
OR FOR THE ABOVE DESCRIBED PREMISES AND IMPROVEMENTS
THEREON TO THIS DATE WITHOUT PREJUDICE TO ASSERT ANY LIEN AS
TO FUTURE DELIVERY, PERFORMANCE OR FURNISHING THAT
INCREASE TOTAL VALUE DELIVERED, PERFORMED OR FURNISHED TO
MORE THAN THE AMOUNT STATED ABOVE.

SIGNATURE

WITNESS

ASI INSPECTION TIME SCHEDULE

FOUNDATION WALLS COMPLETE-----1ST RELEASE

- * WALLS COATED
- * DRAINS IN PLACE (IF REQUIRED)
- "READY" FOR BACKFILL

FRAME IN PROGRESS-----2ND RELEASE

- * PREFERABLY DURING
RAFTER INSTALLATION

COMPLETED FRAME/ROUGH SERVICES-----3RD RELEASE

- * "BEFORE" INSULATION-SHEETROCK IS HUNG

FINISH SHEETROCK-----4TH RELEASE

- * TRIM ON SITE
- * PREFERABLY DURING INSTALLATION

FINAL-----5TH RELEASE

- * COMPLETION OF PROJECT
- * OCCUPANCY PERMIT IN HAND
- * READY OF FINAL APPRAISAL

LISTED ABOVE ARE TIME SCHEDULES WHICH MUST BE MET TO PROPERLY VERIFY COMPLETION OF WORK ALONG WITH CONTRACT SPECIFICATIONS MET TO DATE. THIS PROGRAM ENABLES THE CUSTOMER AND CONTRACTOR THE FLEXABILITY TO REQUEST FUNDING ON A PHASE BASIS AS OPPOSED TO A PERCENTAGE OF COMPLETION BASIS.

IF MORE THAN THE FIVE RELEASES ARE NECESSARY FOR COMPLETION, THE CHARGE OF \$ PER RELEASE WILL BE BILLED AT THE TIME OF PROCESSING AND MONIES DEDUCTED FROM FUNDS AVAILABLE AT THAT TIME.....

IF YOU HAVE ANY QUESTIONS CONCERNING ABOVE PLEASE
CONTACT ASI AT (603) 772-1180.

- ***** TO AVOID DELAY IN DISBURSEMENTS, PLEASE HAVE ALL PROPER
DOCUMENTS SUBMITTED AT SITE INSPECTION
- ***** REQUISITIONS FOR PAYMENTS SIGNED BY BOTH PARTIES
- ***** AFFIDAVITS SIGNED AND NOTARIZED
- ***** NOTICE AND CERTIFICATION POSTED FOR DISBURSEMENT
- ***** ANY AND ALL BACK-UP OF INVOICES ETC.