



## Construction to Permanent Loan Forms

CHASE 

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Builder/Borrower form to move funds within the budget and accompanies a draw request.

Contact your Chase Loan Officer, or support area, with any questions regarding the above forms.

# Builder Acceptance Checklist and Questionnaire

Form A



Borrower(s): \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

☐ New Construction ☐ Remodel

Loan Officer: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

PACS Perm Loan #: \_\_\_\_\_ (if available)

Checklist When complete, return this information to Chase		Check Box When Completed
1.	<b>Builder Questionnaire</b> Fully completed and executed <i>Builder Questionnaire</i> .	<input type="checkbox"/>
2.	<b>State Builder's License</b> Copy of valid State Builder's License, if applicable.	<input type="checkbox"/>
3.	<b>General Liability Insurance</b> Evidence of Commercial General Liability Insurance in the amount of \$1,000,000 or greater.	<input type="checkbox"/>
4.	<b>Builder's Drivers License</b> Legible copy of Builder's valid driver's license or photo ID.	<input type="checkbox"/>
5.	<b>W-9 - actual form is located at : <a href="http://www.irs.gov/pub/irs-pdf/fw9.pdf">http://www.irs.gov/pub/irs-pdf/fw9.pdf</a></b> Valid, completed <i>W-9</i> form, if applicable	<input type="checkbox"/>

<b>Comments:</b>     
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## General Information:

Name of Builder  
(exactly as it appears on State Builder's License): \_\_\_\_\_

Business Name (including DBA): \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

## Business Information:

Is your license in good standing?

☐ Yes ☐ No - explain on a separate sheet and include with this completed questionnaire.

Have you ever had a Builder's License revoked?

☐ No ☐ Yes - explain on a separate sheet and include with this completed questionnaire.

Indicate if your business is a ☐ Sole Proprietorship ☐ Partnership or ☐ Corporation.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Percent Owned: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Percent Owned: \_\_\_\_\_

Have you, your organization, any officer or partner ever failed to complete a construction contract or failed in a construction related business?

☐ No ☐ Yes - explain on a separate sheet and include with this completed questionnaire.

Are you or your organization currently involved in any disputes, lawsuits, judgments, liens or surety claims?

☐ No ☐ Yes - explain on a separate sheet and include with this completed questionnaire.

#### Gross Sales/Projects Completed History

Identify your company's gross sales and number of projects completed for each of the last three fiscal years.

Year	Gross Sales (\$)	Number of Projects Completed
1.		
2.		
3.		

**Current Residential Projects** - Identify number of residential projects currently under construction: \_\_\_\_\_

#### References: Previous Residential Projects:

At least two client references must be within the past year.

1. Client: \_\_\_\_\_ Contract Amount (\$): \_\_\_\_\_ ☐ New Construction ☐ Remodel

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Client: \_\_\_\_\_ Contract Amount (\$): \_\_\_\_\_ ☐ New Construction ☐ Remodel

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

3. Client: \_\_\_\_\_ Contract Amount (\$): \_\_\_\_\_ ☐ New Construction ☐ Remodel

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

#### References: Current Trade Subcontractors and Suppliers:

List current trade subcontractor & suppliers - attach a separate sheet if necessary

1. Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

How many years have you worked with this subcontractor/supplier? \_\_\_\_\_

2. Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

How many years have you worked with this subcontractor/supplier? \_\_\_\_\_

3. Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

How many years have you worked with this subcontractor/supplier? \_\_\_\_\_

4. Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

How many years have you worked with this subcontractor/supplier? \_\_\_\_\_

**JPMorgan Chase relationships:**

Do you have any current JPMorgan Chase relationships (explain)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If yes, JPMorgan Chase contact/relationship manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Certification and Authorization:**

The undersigned hereby declares that the statements made to Chase herein are true and correct, and authorizes Chase to obtain personal and/or business credit information should Chase deem it necessary.

The undersigned has been advised and further authorizes Chase to obtain information concerning the undersigned's past employment, past performance, construction contracts, work history, credit and any other matter which Chase deems relevant and also authorizes, but does not require Chase to disclose any such information to Chase's borrower and/or necessary persons. The undersigned hereby agrees that so long as Chase acts in good faith, Chase and Chase's agents shall be held harmless and shall be indemnified in connection with any claims, suits, actions or the like which relate in any way to said investigation or disclosures.

**Please sign and complete the following - if Partnership or Corporation, all owners must sign:**

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Print Name: \_\_\_\_\_ Title : \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Authorized Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title : \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Authorized Officer Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name: \_\_\_\_\_ Title : \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Authorized Officer Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Print Name: \_\_\_\_\_ Title : \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**The security of your personal information is always a priority at Chase. We take a number of steps to protect the privacy of information about you. We keep information under physical, electronic or procedural controls that comply with or exceed governmental standards. We authorize our employees, agents and contractors to get information about you only when they need it to do their work for us. We require companies working for us to protect the privacy of information about you.**

Builder: \_\_\_\_\_

RE: Borrower/Owner: \_\_\_\_\_

RE: Property Address: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Dated: \_\_\_\_\_

LAND:	The real property on which the residence is to be constructed.
IMPROVEMENTS:	The residence to be constructed on the Land.
CONTRACT WORK:	Improvements as described in the plans and specifications.
CONTRACT:	Contract for general contracting services between Builder and Borrower, dated: _____.

To Lender:

We are the Builder, named above hired by Borrower to perform work under the Contract as part of the construction of the Improvements on the Land.

We acknowledge that you are making a loan (the "Loan") to Borrower to finance construction of the Improvements. We consent to Borrower's assignment of the Contract, and any subcontracts, to you. We agree that in the event of a default by Borrower under the Contract or any of the Loan documents, we shall, at your request, continue to perform under the Contract, provided that we are paid for all work, labor and materials rendered at your written request. We agree that you have not assumed any of Borrower's obligations under the Contract. You have no obligation or liability to us or any obligation to pay for work done by us, unless requested by you, in writing.

We certify to you that: (a) we currently hold all licenses required to do business as a builder under the laws of the state in which the Improvements are being made; (b) the Contract is in full force and effect and has not been modified or amended, and there are no defaults; and (c) we shall complete the work described in the Contract in accordance with the plans and specifications.

The officer executing this letter on behalf of the undersigned personally certifies that the undersigned builder has full authority under all state and local laws and regulations to perform all of its obligations under the Contract.

Very truly yours,

Builder Signature: \_\_\_\_\_

Builder Print Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Title: \_\_\_\_\_

# Project Review Checklist and Budgets

## Form C



Borrower(s): \_\_\_\_\_ Cell #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Builder: \_\_\_\_\_ Cell #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Name For Draws: \_\_\_\_\_ Cell #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Loan Officer: \_\_\_\_\_ Cell #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

PACS Perm Loan #: \_\_\_\_\_ (Required)

### Project Review Checklist

Item (When complete, return this information to Chase.)	Check Box when completed
1. <b>Signed Construction Contract - all pages</b> Borrower and Builder must both sign; contract amount must match total in cost breakdown.	<input type="checkbox"/>
2. <b>Budget - Cost Breakdown</b> Must match dollar amount in <i>Construction Contract</i> . See samples attached (Form C1 and C2).	<input type="checkbox"/>
3. <b>Set of Plans</b> One full set of plans for construction and job specifications.	<input type="checkbox"/>
4. <b>Building Permits</b> Submission of Building Permits to Chase - if pre-start activity has occurred, Permits <b><u>must be</u></b> included.	<input type="checkbox"/>
5. <b>Pre-paid information (Form D)</b> Refer to Form D - improperly documented pre-pays will not receive credit.	<input type="checkbox"/>
6. <b>Builder's Letter (Form B)</b> Fully executed letter.	<input type="checkbox"/>

Comments:



# Line Item Budget

# Form C1



Borrower: \_\_\_\_\_

Property Address: \_\_\_\_\_

Square Footage (Gross Living Space): \_\_\_\_\_

☐ New Construction

☐ Remodel

Line #	Description	Amount
1	<b>Excavation*</b>	\$
2	Dirt Import/Export	\$
3	Grading - Rough	\$
4	Grading - Finish	\$
5	Demolition	\$
6	Retaining Walls	\$
7	Equipment Rental	\$
8	Sewer/Septic System	\$
9	Caissons/Pilings	\$
10	<b>Footings, Foundation, Slab*</b>	\$
11	Waterproofing	\$
12	<b>Lumber - Rough*</b>	\$
13	<b>Carpentry - Rough*</b>	\$
14	Structural Steel	\$
15	<b>Windows and Exterior Doors*</b>	\$
16	<b>Trusses - Material*</b>	\$
17	Trusses - Labor	\$
18	<b>Plumbing - Rough*</b>	\$
19	<b>Electrical - Rough*</b>	\$
20	Hardware - Rough	\$
21	<b>HVAC*</b>	\$
22	Ext. Insulation & Sheathing	\$
23	Int. Insulation & Sheathing	\$
24	<b>Drywall/Plaster*</b>	\$
25	<b>Interior Doors*</b>	\$
26	<b>Roofing*</b>	\$
27	<b>Siding/Stucco/Brick*</b>	\$
28	Garage Door	\$
29	Fireplace	\$
30	Sheet Metal & Gutters	\$
31	Lumber Finish - Material	\$
32	Lumber Finish - Labor	\$
33	<b>Electrical Fixture*</b>	\$
34	Electrical Finish - Labor	\$
35	<b>Plumbing Fixtures*</b>	\$

Line #	Description	Amount
36	Plumbing Finish - Labor	\$
37	Hardware	\$
38	<b>Cabinets*</b>	\$
39	<b>Flooring*</b>	\$
40	<b>Ceramic Tile (back-splash)*</b>	\$
41	Millwork	\$
42	Mirrors	\$
43	<b>Countertops*</b>	\$
44	<b>Appliances*</b>	\$
45	<b>Painting*</b>	\$
46	Temporary Facilities	\$
47	Insurance	\$
48	Supervision	\$
49	Overhead	\$
50	Profit (required on Cost-Plus)	\$
51	Contingency	\$
52	Ornamental Iron	\$
53	Landscaping	\$
54	Pool/Spa	\$
55	Driveway	\$
56	Flat Work	\$
57	Fences, Walls and Gates	\$
58	Brick/Stone	\$
59		\$
60		\$
61		\$
62		\$
63		\$
64		\$
65		\$
66		\$
67		\$
68		\$
69		\$
70		\$

Total Building Costs: \$ \_\_\_\_\_

Contracted Amount: \$ \_\_\_\_\_

Land/Lot Cost: \$ \_\_\_\_\_

Builder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Chase must locate certain items on all ground up construction projects. These items are identified in bold.**



# Six Stage Budget New Construction Only

Form C2



Borrower: \_\_\_\_\_

Property Address: \_\_\_\_\_

Square Footage (Gross Living Space): \_\_\_\_\_

	Line Complete	Stage Complete	Amount
<b>Stage 1 Foundation</b>		<b>20%</b>	<b>\$ _____</b>
Mobilization/permits	5%		
Site excavation complete	5%		
Footings, foundation and slab in place	8%		
Underground plumbing in place	2%		
<b>Stage 2 Rough Framing and Roof</b>		<b>20%</b>	<b>\$ _____</b>
Rough framing complete or cement block and lintels in place	14%		
Trusses/rafters set, roof decked and sheathing in place	3%		
Roofing in place	3%		
<b>Stage 3 Mechanical Systems</b>		<b>10%</b>	<b>\$ _____</b>
Rough plumbing and electrical complete	4%		
Rough HVAC complete	2%		
Windows and exterior doors installed	4%		
<b>Stage 4 Rough Finish</b>		<b>15%</b>	<b>\$ _____</b>
Interior plastering and/or drywall complete	7%		
Exterior siding, stuccos or brick complete	8%		
<b>Stage 5 Construction Complete</b>		<b>25%</b>	<b>\$ _____</b>
All painting, interior and exterior complete	5%		
All cabinets and countertops installed	6%		
All major bathroom fixtures installed	3%		
All electrical trim and fixtures installed	3%		
Trim complete and interior doors hung	5%		
Finish HVAC installed	3%		
<b>Stage 6 Final Disbursement upon C of O</b>		<b>10%</b>	<b>\$ _____</b>
All floors, floor coverings & tile (shower enclosures) complete	4%		
All appliances and garage doors installed	3%		
All driveways, walks & landscaping complete.	3%		

**Total Building Costs: \$ \_\_\_\_\_**

**Contracted Amount: \$ \_\_\_\_\_**

**Land/Lot Cost: \$ \_\_\_\_\_**

Builder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pre-paid Accounting Worksheet

## Form D



Borrower(s): \_\_\_\_\_ Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

**Pre-pays Applied to the Contract:** Costs paid by the borrower(s) prior to the loan closing that are accounted for in the construction contract and budget for which the borrower(s) has requested equity credit. If the borrower(s) has requested cash back for pre-pays, they cannot also receive equity credit.

Budget Line Number	Budget Amount (A)	Prepaid Amount (B)	Amount Remaining (A-B)	Type of Verification

**Total \$** \_\_\_\_\_

**Pre-pays Outside the Contract:** Costs paid by the borrower(s) prior to the loan closing that are not accounted for in the construction contract and budget, i.e. architectural costs, permits, etc. for which the borrower(s) has requested equity credit. If the borrower(s) has requested cash back for pre-pays, they cannot also receive equity credit.

Description	Cost Amount (A)	Prepaid Amount (B)	Amount Remaining (A-B)	Type of Verification

**Total \$** \_\_\_\_\_

**Budget Line Number:** The budget line from which the prepaid credit is being requested.

**Description:** Description of the outside of contract cost.

**Budget Amount:** The total budget line amount.

**Cost Amount:** The total amount of the outside of contract cost.

**Pre-paid Amount:** The pre-paid credit being requested against the budget or cost amount. NOTE: The prepaid amount cannot exceed the budget or cost amount.

**Amount Remaining:** The total remaining funds after pre-pays are credited. *Budget/Cost Amount (A) - Pre-paid Amount (B) - Amount Remaining (C)*

**Type of Verification:**

- **Pre-pays applied to contract:** Invoices must be provided that correspond with the budget amount. In addition to invoices, provide one of the following documenting the payment of prepaid items: Canceled checks (front and back), bank statement, paid receipts, or unconditional lien releases.
- **Pre-pays outside the contract:** Invoices must be provided that correspond with the budget amount. In addition to invoices, provide one of the following documenting the payment of prepaid items: Canceled checks (front and back), bank statement, paid invoices, or unconditional lien releases.

Draw Request

Form E



Date: \_\_\_\_\_ ☐ Check if this is the "Draw at Close" ☐ Check if this is the "Final Draw"

Borrower: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contractor: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Draw Schedule**  
Application is made for payment, as shown below, in connection with the contract.

Line Number	Payee	Amount (\$)

**TOTAL in the amount of (\$)** \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, Contractor hereby certifies to Chase that the work set forth in the above request has been completed in accordance with the plans and specifications for the project and meets code and all other guidelines established by the governing municipality. The above signed further warrants that the costs requisitioned for work on previous draws have been paid.

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, Borrower(s) hereby certifies to Chase that the work and materials set forth above have been thoroughly reviewed by Borrower(s) and are acceptable to Borrower(s); the work and material on site have been satisfactorily completed and/or supplied; and all suppliers and subcontractors have been paid for work and materials currently in place or on site, (with the exception of work and materials which are the subject of this draw request). Borrower(s) hereby approves this draw request for funding by Chase. Any notices, preliminary notices, lien claims, or any additional documents which Borrower(s) has received which are related to any claims associated with to construction, have been included with current or prior draw requests.

**Please note request will be delayed if the appropriate draw procedures are not followed.**

**Lender's Disclosure Statement/  
Contractor's Disbursement Statement  
Property Code § 53.258(b)(1) and (2)**

Texas state law requires that the general contractor provide a List of Subcontractors/Suppliers who will be paid with the funds from the current draw. List all Subcontractors and Suppliers to be paid with the funds from this draw.

"THIS LIST OF SUBCONTRACTORS AND SUPPLIERS MAY NOT BE A FINAL LISTING. THE CONTRACTOR IS REQUIRED BY LAW TO SUPPLY UPDATED INFORMATION, AS THE INFORMATION BECOMES AVAILABLE, FOR EACH SUBCONTRACTOR OR SUPPLIER USED IN THE WORK PERFORMED ON YOUR RESIDENCE."

**LIST OF SUBCONTRACTORS AND SUPPLIERS**

Subcontractor or Supplier Name	Address

Acknowledgement of Receipt  
Lender's Disclosure Statement/Contractor's Disbursement:

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be accompanied by the Draw Request (Form E).**

Per Texas Property Code §53.258(d), the lender is not responsible for the accuracy of the information contained in the disbursement statement obtained from the original contractor.

# Bank Account Wire Authorization

## Form F



Branch Office Name: \_\_\_\_\_

Loan Officer Name: \_\_\_\_\_

Borrower: \_\_\_\_\_ Loan #: \_\_\_\_\_

### Disbursement Authorization:

I/We (print borrower's full name(s):

hereby authorize Chase to disburse the proceeds of my/our loan in total amount by the manner outlined below. By signing below, I/we hereby indemnify and hold harmless Chase from any and all liability, action and problems which may arise as a result of, and/or in connection with Chase making each disbursement wire transfer payable solely to the entity chosen below.

### Disbursement Wire Transfer Instructions:

Construction disbursements are to be made from time to time based upon properly documented and authorized disbursement requests in the following manner via wire transfer to the following bank account, which has been accurately verified with receiving financial institution.

(Select and check one option then complete wire transfer instructions below)

- ☐ Disburse Funds to Contractor  
☐ Disburse Funds to Title Company

- ☐ Disburse Funds to Escrow Agent  
☐ Disburse Funds to Borrower

Wire Transfer ABA (9 Digit wire transfer bank routing number)

--	--	--	--	--	--	--	--	--

Account Number: \_\_\_\_\_ Account Name: \_\_\_\_\_

(If applicable) Further Credit Account Number: \_\_\_\_\_

Further Credit Account Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Signatures:

Borrower Print Name: \_\_\_\_\_

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Borrower: Print Name: \_\_\_\_\_

Co-Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Rep Name of  
Company Receiving Funds: \_\_\_\_\_

Rep Signature of  
Company Receiving Funds: \_\_\_\_\_ Date: \_\_\_\_\_



Borrower: \_\_\_\_\_ Date: \_\_\_\_\_

Please transfer as follows:

[illegible]

Total Out (\$) \_\_\_\_\_

Total In(\$)

**Note: "Out" and "In" totals must Equal**

Item transfers may be subject to evidence of savings (i.e., copies of subcontracts for all trade line items being reduced and copies of quotes from supplies for all material line items being reduced must accompany this request).

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Borrower (if Cost Plus Contract): \_\_\_\_\_ Date: \_\_\_\_\_

Form I Request for Line Item Transfer, must be accompanied by a fully completed Form E, Draw Request.

**For Official Use Only**

System Entry Made By: \_\_\_\_\_ System Entry Date: \_\_\_\_\_