

PRE-CONSTRUCTION DOCUMENT CHECKLIST

Bank:

Project:

Address:

Date: Original _____ Revised _____

REQUIRED PRE-SETTLEMENT LOAN DOCUMENTATION RECEIVED?

- | | RECEIVED | N/A | |
|----|--------------------------|--------------------------|---|
| 1 | ☐ | ☐ | A COPY OF THE CONSTRUCTION AGREEMENT WITH GENERAL CONTRACTOR/BUILDER |
| 2 | ☐ | ☐ | A COPY OF ARCHITECT'S CONTRACT AGREEMENTS |
| 3 | ☐ | ☐ | COPIES OF ENGINEER'S CONTRACT AGREEMENTS (STRUCTURAL, CIVIL, MEP) |
| 4 | ☐ | ☐ | COPY OF CONSTRUCTION MANAGER'S AGREEMENT |
| 5 | ☐ | ☐ | A COPY OF THE LENDERS AGREEMENT WITH THE BORROWER |
| 6 | ☐ | ☐ | AN AGREEMENT TO COMPLETE LETTER FROM ARCHITECT(S) |
| 7 | ☐ | ☐ | AGREEMENT TO COMPLETE LETTERS FROM ENGINEER(S) |
| 8 | ☐ | ☐ | EVIDENCE OF GENERAL CONTRACTOR'S GENERAL LIABILITY, EXCESS LIABILITY, WORKER'S COMPENSATION, & AUTO LIABILITY INSURANCE COVERAGE. |
| 9 | ☐ | ☐ | A COPY OF THE BUILDER'S RISK INSURANCE (CARRIED BY OWNER? OR BY GENERAL CONTRACTOR?) |
| 10 | ☐ | ☐ | A CERTIFICATE OF GOOD STANDING FOR THE GENERAL CONTRACTOR |
| 11 | ☐ | ☐ | A COPY OF THE CONTRACTOR'S LICENSE |
| 12 | ☐ | ☐ | NAMES , PHONE, ADDRESSES OF MAJOR SUBCONTRACTORS & SUPPLIERS ON THE PROJECT WITH SPECIAL |
| 13 | ☐ | ☐ | A COPY OF THE GEOTECHNICAL (SOILS) REPORT |
| 14 | ☐ | ☐ | A COPY OF THE ENVIRONMENTAL ASSESSMENT (PHASE I MINIMUM) |
| 15 | ☐ | ☐ | A COPY OF THE BUILDING PERMIT |
| 16 | ☐ | ☐ | A COPY OF THE PERMIT PLANS & SPECIFICATIONS |
| 17 | ☐ | ☐ | A COPY OF THE FINAL RECORDED PLAT & FINAL APPROVED SITE PLAN |
| 18 | ☐ | ☐ | VERIFICATION OF APPROPRIATE ZONING FOR INTENDED USE |
| 19 | ☐ | ☐ | SITE BOUNDARY - ALTA SURVEY -(wall check & As-blt required at completion) |
| 20 | ☐ | ☐ | EVIDENCE OF UTILITIES AVAILABILITY AT SITE |
| 21 | ☐ | ☐ | A COPY OF THE SCHEDULE OF VALUES (AIA G703 CONTINUATION SHEET FORMAT) |
| 22 | ☐ | ☐ | A COPY OF THE DRAW SCHEDULE, IF USED |
| 23 | ☐ | ☐ | COPIES OF ANY PAYMENT AND/OR PERFORMANCE BONDS, AS REQUIRED BY LENDER |
| 24 | ☐ | ☐ | COPIES OF REQUIRED SUBDIVISION, PUBLIC ACCESS, EROSION BONDS OR LETTERS OF CREDIT |
| 25 | ☐ | ☐ | A COPY OF THE PLANS (BID SET PREFERRED IF CHANGED FROM INITIAL PLANS) |
| 26 | ☐ | ☐ | PROJECT PROJECTED SCHEDULE |
| 27 | ☐ | ☐ | TOTAL PROJECT PROFORMA OR BUDGET, INCLUDING ACQUISITION AND SOFT COSTS |