

Pre-Construction Checklist

The following is a checklist of the recommended documents/information to be reviewed for a **Preconstruction Review**. **Some documents/information may not be applicable depending on the individual project, and additional documents/information may be required after our initial review.**

BORROWER NAME

- ☐ Signed and sealed final **Plans and Specifications** (if available, half size drawings are preferred):
 - _____ Site (grading, water and sewer, roads, storm water management)
 - _____ Architectural
 - _____ Structural
 - _____ Mechanical and Electrical
 - _____ Tenant Improvement drawings where applicable
- ☐ Documentation relating to **Construction Costs** and **Schedule of Values**:
 - _____ Contractor's breakdown of all direct construction costs/schedule of values.
- ☐ Documentation relating to **Construction Contracts** and **Agreements**:
 - _____ Fully executed copy of the owner/architect agreement
 - _____ Fully executed copy of the general construction contract or construction management agreement with all attachments and exhibits, addenda or executed change orders.
 - _____ Proposed construction schedule.
- ☐ Documentation relating to the **Plat** and **Site Survey**:
 - _____ The site survey preferably in the form of a recorded plat indicating all easements, building restrictions, rights-of-way and buffer zones; evidence the property is zoned for the intended use and delineating flood plain and wetlands if any.
- ☐ Documentation relating to **Engineering Reports** on the:
 - _____ **Geotechnical** conditions, subsurface and soil conditions with the engineer's earthwork and foundation design recommendations.
 - _____ **Environmental** report, including historic and current site conditions, Freedom of Information documentation and environmental consultants recommendations for further action.
 - _____ **Condition Survey** report of existing conditions or other applicable engineering reports.
- ☐ Documentation indicating necessary **Permits and Approvals** are in place:
 - _____ Copies of grading, building and other special permits required by local, state or federal regulations
 - _____ Verification of availability of utilities:
 - Water _____ Sanitary Sewer _____ Gas _____ Electric _____ Telephone _____
 - _____ Fully executed copies of any public works agreements for on- or off-site work
- ☐ Are there any County Bonds or Letters of Credit Required?
 - _____ Yes _____ No Please explain:

LENDER – ANY BANK

☐ The **Loan Budget** (attached) including

_____ Total loan amount: \$ _____
_____ Amount allocated to direct construction costs: \$ _____
_____ Contingency amount and how contingency is allocated (soft, hard or both?): _____
_____ Total Amount: \$ _____ Hard Costs: \$ _____ Soft Costs: \$ _____

☐ **Funding Sources** and any requirements for release of funding sources:

_____ Equity contribution requirement amount if any \$ _____
_____ When? _____ Participation with other lenders? _____
_____ Trigger for commencement of release of Bank's funds: _____
_____ Pre-lease/Pre-sale requirements? _____
_____ Equity contribution? _____ Timing? _____ Other? _____

☐ **Loan Timing** requirements including:

_____ Settlement date: _____ Construction loan maturity date: _____
_____ Extension options available? Yes _____ No _____ How long? _____ How many? _____
_____ Construction start date: _____ Substantial completion date: _____

☐ The **Bank's Funding** Parameters during construction including:

_____ Retention percentage _____ % Release requirements _____
_____ Payment allowed for stored materials? Yes _____ No _____
_____ What documentation is required? _____
_____ Change order parameters if any: _____
_____ Max. Aggregate: _____ Max. individual: _____
_____ Borrower is responsible for payment of all change orders? Yes _____ No _____

☐ Are there any County Bonds or Letters of Credit Required?

_____ Yes _____ No Please explain: _____

Project Manager: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Email: _____