
Builder Acceptance Checklist

(New Construction Only)



Contractor Company Name

Representative

Loan Originator Referred By

- Builder Application
- Reference Check Authorization
- Proof of blanket liability insurance showing general aggregate amount
- Proof of workers compensation (certificate of exemption if the builder doesn't carry workers compensation)
- W-9

For Builders with 15+ years in business`:

- Reference from their bank /provider of their commercial line of credit indicating available balance

For Builders with 5-14 years in business`:

- Contact information for their bank to be provided on application so that VOD can be obtained

For Builders with less than 5 years in business`:

- Most recent 2 years' business tax returns
- Year-to-date Profit & Loss and Balance Sheet

**Builders in higher experience tiers have the option to provide documentation required from builders with lower experience tiers if they so choose in lieu of their tier requirements.*

Additional items that may be required upon request after initial review:

- Copy of contractor's license (county/city/parish)
 - Articles of Incorporation or Partnership Agreement (if applicable)
 - Corporate Resolution (if applicable)
 - Occupational License (if applicable/sole proprietorship)
 - Company history/resume
 - List of current inventory and work in progress
 - Portfolio/Past work
 - Certification of Good Standing
-