

Contractor Review Requirements



Construction to Perm Contractor/Builder	Production Contractor/Builder
Experience: 3 years with 10 completed homes. At least 5 must have been ground up construction and not renovation.	Experience: 5 years with 50 homes completed and \$10MM in Total Sales or Lender discretion
Personal Credit: a. A minimum of a 620 credit score is required for the Contractor b. If the credit score is less than 620, a denial will be sent to the submitting party	Business Credit: D&B with Paydex score of 65 or higher. A subsequent D&B will be obtained every six (6) months from the date of the initial acceptance
Business Credit: D&B with a Paydex score of 65 or higher, may be pulled in lieu of a personal credit report on all companies where the reported gross sales for the most recent year are \$5,000,000 or greater	Financial Statements: Additional request may be made for financial statements for review
Client References: References from homeowners who have utilized the Contractor within the past three (3) years for new construction or renovation	
Subcontractor/Trade References: A minimum of two (2) references, in any combination, will be contacted by Granite, if the lower credit score is less than 700 or the Paydex score is lower than 65	
Sales Trend: Provide the most recent 3 years of gross sales volume for the contractor	
Attachments to the Contractor Questionnaire: <ul style="list-style-type: none"> a. Licensing & Certifications b. Liability Insurance c. Worker's Compensation Insurance d. Identification e. Tax Information 	

Contractor Submission Requirements:

1. The following information is to be obtained from the Contractor and submitted for Granite's review via secured email (uwmprojects@graniteriskmanagement.com) or online (https://portal.graniteriskmanagement.com):
 - a. Completed Contractor Review Checklist (Form B)
 - b. Completed Contractor Questionnaire (Form A)
 - c. Copy of Workmen's Compensation Policy or Workmen's Compensation Exemption Form (Form A2)
 - d. Copy of State Contractor's License
 - e. Copy of General Liability Insurance with at least \$1,000,000 in insurance coverage
 - f. Copy of a valid Driver's License (for non-Production Builder)
 - g. Valid W-9 Form (Must be the 2018 version of the IRS W-9)
2. Upon review, Granite will send a Contractor Review Status Notification, or if all checklist items are accepted, a Contractor Review Acceptance via email within three (3) business days from the date of submission.
3. Upon receipt of any trailing documentation requested, Granite will perform a review of all documentation within two (2) business days, and either request additional information or issue a Contractor Review Acceptance.
4. Upon receipt of your Contractor Acceptance, the acceptance is to be submitted to the UWM loan file for underwriting review. All Construction loans must include a Contractor Acceptance & Project Review and Recommendation from Granite.

Contractor Acceptance Checklist

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Form B



Broker Name:	Broker Email:
Owner(s):	Date:
Project Address:	
City:	State: Zip Code:
Contractor:	
Contractor Telephone:	Fax:

Checklist When complete, return this information to Lender		
Mandatory Items To Be Completed	Check Box When Completed	Additional Comments
1. Contractor Questionnaire With all data fields and lines fully completed and executed.	<input type="checkbox"/>	
2. State Contractor's License Copy of valid State Contractor's License.	<input type="checkbox"/>	
3. Worker's Compensation Insurance Evidence of Worker's Compensation Insurance or Certificate of Exemption if Contractor has no employees.	<input type="checkbox"/>	
4. General Liability Insurance Evidence of General Liability Insurance in the amount of \$1,000,000 or greater.	<input type="checkbox"/>	
5. Contractor's Driver's License Legible copy of contractor's valid driver's license or government-issued photo ID.	<input type="checkbox"/>	
6. W-9 Valid, completed W-9 form.	<input type="checkbox"/>	
7. Production Builder Provide authorized signor information (letter head stating authorized signor), Articles of Ownership and Dunn & Bradstreet number (D&B #)	<input type="checkbox"/>	

Please forward a completed Form B and all applicable attachments via fax to **(888) 456-4999** or via email to UWMProjects@graniteriskmanagement.com. You may also mail materials to **Granite Risk Management, ATTN: Project Review Department**, 7730 Market Center Ave Suite 100, El Paso, TX 79912. For customer service questions, please call **(866) 380-9657**.

Contractor's Questionnaire

Form A



Page 1 of 4

Instructions

Lender requires that **THIS QUESTIONNAIRE MUST BE COMPLETED IN DETAIL**, dated, and signed by the General Contractor. Please provide complete addresses and telephone numbers where requested.

Borrower Name(s):	Project Name:		
Property Address:	City:	State:	Zip Code:
Estimated Project Duration:	Sq. Ft.:		

General Information

Name of Contractor (exactly as it appears on State Contractor's License):			
Business Name (including DBA):	Number of years in business:		
Business Address:			
City:	State:	Zip Code:	
Business Telephone (area code):	Cell Phone:		
Email Address:			

Business Information

Federal Tax ID Number:	Dunn & Bradstreet number (D&B #):		
Are you VA certified?			
<input type="checkbox"/> No		<input type="checkbox"/> Yes – Enter VA ID Number:	
State Contractor's License #:	Class(es):		
Is your license in good standing?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No – explain in the space provided on page 4	
Have you ever had a Contractor's License revoked?			
<input type="checkbox"/> No		<input type="checkbox"/> Yes – explain in the space provided on page 4	

Please provide details of a responsible managing employee, responsible managing officer, or qualifying partner under your license.

Name:	Title:	Email:
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If your business is a Sole Proprietorship

Sole Proprietor's Name:	Years of experience in residential construction:
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If your business is a Partnership

Partner Name:	Title:
Percent Owned:	Years of experience in residential construction:
Partner Name:	Title:
Percent Owned:	Years of experience in residential construction:

If your business is a Corporation

CEO/President:	Percent Owned:
Years of experience in residential construction:	
CFO/Controller:	Percent Owned:
Years of experience in residential construction:	

If the percent mentioned above does not add up to 100%, please provide details of who owns remainder of the business or who is an authorized signor:

Name:	Title:	Percent Owned:	Years of experience in residential construction:
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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 in the space provided on page 4

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

No Yes – explain in the space provided on page 4

Contractor's Questionnaire

Form A



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Gross Sales/Projects Completed History

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

Insert Year	Gross Sales (\$)	Number of Renovation Projects Completed	Number of Ground Up New Construction Projects Completed
1.			
2.			
3.			

References

Previous Residential Project References

All projects listed below must have been completed within the past three years.

1. Client Name:	Contract Amount (\$):	<input type="checkbox"/> New Construction	<input type="checkbox"/> Remodel
Address:	City:	State:	
Zip Code:	Tel.:	Email:	
2. Client Name:	Contract Amount (\$):	<input type="checkbox"/> New Construction	<input type="checkbox"/> Remodel
Address:	City:	State:	
Zip Code:	Tel.:	Email:	
3. Client Name:	Contract Amount (\$):	<input type="checkbox"/> New Construction	<input type="checkbox"/> Remodel
Address:	City:	State:	
Zip Code:	Tel.:	Email:	

Current Residential Projects -- Identify the total number of residential projects currently under construction:

Subcontractor References

List major trade subcontractor references. Attach a separate sheet if necessary.

1. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this subcontractor?	Type of Subcontractor:
2. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this subcontractor?	Type of Subcontractor:
3. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this subcontractor?	Type of Subcontractor:

Supplier References

List major trade suppliers. Attach a separate sheet if necessary.

1. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this supplier?	Type of Supplier:
2. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this supplier?	Type of Supplier:
3. Company:	Contact Name:
Tel.:	Email:
How many years have you worked with this supplier?	Type of Supplier:

Banking Reference

Identify your bank with whom you have current business accounts.

Bank Name:	Contact Name:
Tel.:	Email:

Contractor's Questionnaire

Form A



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Filing your Completed Questionnaire

After signing the Declarations and Authorization to Release Information section which immediately follows these instructions, return this completed questionnaire and any additional attachments to Lender along with the documents listed below.

Important Note: Your questionnaire cannot be processed without the following documents on file:

1. Copy of State Contractor's License
2. Copy of Declarations Page of Worker's Compensation Insurance
3. Copy of Declarations Page of General Liability
4. Copy of valid driver's license
5. Valid, completed W-9 form

Authorization & Release.

By signing below, the undersigned ("I" or "me" or "my") hereby declares the statements contained herein are accurate, complete and truthful. I expressly authorize and give permission to Lender and Lender's authorized service provider, Granite Risk Management ("Granite"), to obtain personal and/or business credit information on me and the company or business identified below ("Company") for purposes of completing an investigative review to the extent deemed necessary by Lender. I understand the investigative review may be used to determine credit worthiness, credit standing, credit capacity, character, general reputation, work experience and personal characteristics as authorized by the Fair Credit Reporting Act. In this regard, I give full authority and permission for Lender and Granite to obtain information concerning my and the Company's past employment, past performance, construction contracts, work history, trade references, personal and business credit information, criminal background and any other matters deemed relevant by Lender. I authorize, but do not require Lender or Granite to disclose information obtained in the investigative review to the Lender's borrower(s) or other necessary persons for which the Company or I will be providing services. I understand and agree that for as long as Lender and Granite act in good faith, the Company and I will hold Lender and Granite harmless and will indemnify each of them from and against any and all claims, demands, suits, actions or the like which relate in any way to the investigative review performed by Lender and Granite. I understand Lender and Granite may not provide a copy of my consumer report to me and will not reveal specific contents contained in the consumer report to me. I understand it is my responsibility for contacting one or more consumer reporting agencies directly to obtain a copy of my credit report. A facsimile, or electronic copy of my signature below shall be valid as the original for me and the Company.

Individual or Sole Proprietor

Signature: _____ Date: _____
Print Name: _____ Social Security Number: _____

Partnership or Corporation (All listed principals must execute this document and provide Social Security Numbers)

Authorized Officer Signature: _____ Date: _____
Print Name: _____ Title: _____

Social Security Number: _____
Authorized Officer Signature: _____ Date: _____

Print Name: _____ Title: _____
Social Security Number: _____

Please forward a completed Form A and all applicable attachments via fax to **(888) 456-4999** or via email to UWMProjects@graniteriskmanagement.com. You may also mail materials to **Granite Risk Management, ATTN: Project Review Department**, 7730 Market Center Ave Suite 100, El Paso, TX 79912. For customer service questions, please call **(866) 380-9657**.

In this box, please explain why your license is not in good standing:

In this box, please explain why your Contractor's License was revoked:

In this box, please explain if you, your organization, any officer or partner ever failed to complete a construction contract or failed in a construction-related business:

In this box, please explain if you or your organization are currently involved in any disputes, lawsuits, judgments, liens, or surety claims:

**Statement of Exemption from
Worker's Compensation**

Form A2



This Statement of Exemption from Worker's Compensation is made this _____ day of _____
by _____ (hereinafter referred to as the "Contractor").
Contractor has contracted with _____ (the "Borrower(s)") for the
purposes of construction and/or remodeling a residence at _____
(the "Property").

Information about General Contractor (Check the appropriate box)

- Contractor has no employees in the field or office staff. All work is "subcontracted out", and therefore, the Contractor would not be required to carry Worker's Compensation Insurance.
- Worker's Compensation is included in my State's licensing fees. Applicable state(s) are as follows: _____

By signing below, Contractor agrees to the above.

Contractor Signature: _____

Print Name: _____

Please forward a completed Form A2 and all applicable attachments via fax to **(888) 456-4999** or via email to UWMProjects@graniteriskmanagement.com. You may also mail materials to **Granite Risk Management, ATTN: Project Review Department, 7730 Market Center Ave Suite 100, El Paso, TX 79912**. For customer service questions, please call **(866) 380-9657**.

Fully Completed Contractor Questionnaire (Form A)

All contractor and company information must be fully completed.

- All fields should be filled out on this document and fully executed
- Construction Companies should be in operation a minimum of 3 years with at least 10 completed homes, 5 of which must have been ground up construction
 - If less is shown on the form A or cannot be determined, we will request additional information in the way of a contractor's resume and a list of completed ground up new construction projects for the last 3-5 years
- The last 3 years of gross sales is required. This is the sum of the total construction contracts held by the contractor (not the contractor's profit)
- The Reference section on page 2 of form A is required to be completed. We will call or email the references listed
- Contractor must sign, date, and provide their Social Security Number on the 3rd page of the form A
 - We do a soft credit pull and background check ~ A minimum credit score of 620 is required
 - If a contractor reports to Dun & Bradstreet (Business Credit) and would like us to utilize this in lieu of personal credit, please provide the Duns number if available. ~ A minimum score of 65 is required
- For a VA Loan, we need the contractor's VA registration number. The Contractor can go to the below link to get a registration number directly from the VA
 - https://www.benefits.va.gov/HOMELOANS/appraiser_cv_builder_info.asp

State Contractor's License

Only if a License is Required by the State or Local Municipality.

- A Copy of the contractor's state license that is active and current
- This should be specific for the state the home is being built in

Worker's Compensation Insurance

- Evidence of Worker's compensation insurance
- If the contractor has no employees or is exempt, please have contractor complete the Form A2 provided in the review package

General Liability Insurance

- A copy of the General Liability Insurance Declaration Page
- Must reflect an aggregate of \$1,000,000 in insurance coverage or greater
- A Builder's Risk Policy is not the same as General Liability. A Builders Risk Policy cannot be used in lieu of General Liability Insurance

Contractor's Driver's License

- Legible copy of the contractor's valid driver's license, or government-issued photo ID is required to comply with the Patriot Act Verification

- For Production Builders, and Builders that have a Business Credit (Paydex) and a D&B number, a Photo ID is Not Required

W-9

- A fully completed 2018 IRS Form W9 or newer is required

Production Builder

If the contractor/Builder is a production builder, they must have 50 ground up new construction projects in the last 5 years with \$10MM in gross sales.

- In addition to the above information, provide the authorized signor information on company letter head
- Dun & Bradstreet number