

# Project Review Requirements



AN ALTISOURCE® BUSINESS UNIT

<b>Construction to Perm Project Review Requirements</b>
<b>Plans and Specifications</b> Complete floor plans including all four elevations (North, South, East & West) of the property
<b>Construction Contract</b> Fully Executed Construction Agreement between the Contractor and the Borrower
<b>Cost Breakdown or Budget</b> Itemized list of budget line items showing the total Cost to Build (Budget amount must match the Fully Executed Contract)
<b>Borrower Prepayment Information</b> A completed Prepaid Line Item Accounting Worksheet, Form D1, accompanied with proof of payment
<b>Draw at Close Information</b> When a Builder is requesting a Draw at Loan Closing, a completed Construction Loan Disbursement Request Authorization Form (Form E) must be submitted documenting the line items from the budget that the builder is requesting the draw for. (Draws at Closing are capped at 10% of Construction Cost OR \$50,000 whichever is less)
<b>Contingency</b> A 5% contingency (10% for TX transactions) is required to be included in the budget on all Construction Loans (Reminder all budgets must match the Fully Executed Contract)
<b>Copy of Appraisal</b> A complete copy with all pages and certificates
<b>Contractors Wire Authorization Form</b> Fully Executed Contractor Wire Authorization Form (Form F)
<b>Other Documents</b> For e.g., Soils, engineering report

## Project Submission Requirements

1. The following documents are to be obtained from the Borrower or Contractor and submitted for Granite's review via secured email ([uwmprojects@graniteriskmanagement.com](mailto:uwmprojects@graniteriskmanagement.com)) or online (<https://portal.graniteriskmanagement.com>) along with the completed 'Granite Project Review Checklist Form D'.  
Entire list below:
  - a. Granite Project Review Checklist (Form D)
  - b. Copy of Fully Executed Construction Contract
  - c. Itemized list of budget line items or staged draw schedule of the hard construction cost
  - d. Complete floor plans including all four elevations (North, South, East & West) of the property
  - e. Verification of Borrower Prepayments if applicable
  - f. Copy of Appraisal as reviewed by Lender
  - g. Other Reports, if available/appropriate
2. Granite will send a Project Review Status Notification, or if all checklist items are accepted, a Project Review and Recommendation will be sent 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 recommendation.

*Note: If changes are made to the Contract or Budget where the project needs to be reapproved due to a Draw at Close or prepaid items, Granite must issue a new Construction Project Review Recommendation.*

4. The Completed Project Review and Recommendation must be submitted to the UWM underwriter for approval. All Construction Loans must include a Contractor Acceptance & a Project Review and Recommendation from Granite.

## Fully Executed Construction Contract

A Signed and Dated Construction Agreement between the Contractor and the Borrower.

- Contract is between the borrower and the contractor
- Estimated time to complete the build must be listed in the contract and must be less than or equal to 11 months
- The Construction Contract price must be Fixed or have a Maximum Price Guaranteed included in the contract
  - The Price of the Contract must include a 5% contingency (10% contingency in TX) – A Contingency is a requirement by the lender and cannot be waived
    - A borrower contingency can be added to the budget in lieu of a builder's contingency to meet this requirement. We would need to know if you will be including it into your loan amount, or if the borrower will be bringing in those funds to closing. We ask that you clarify this in your submittal. At the time of a draw, a signed change order would then be required before funds can be utilized from this line
- A Change order policy must be included, and it needs to state that changes are to be made in writing and signed by both borrower and contractor
- Payments to the contractor are based upon work that has been completed and not on a pay schedule
- Contract to be fully signed and dated by all parties
- All exhibits/addendums and supporting documents mentioned in the contract must be provided

## Cost Breakdown or Budget

An Itemized list of budget line items showing the total Cost to Build.

- A blank itemized budget (form C) is provided in the project review package for convenience for the builders to utilize but is not required
- If the builder chooses to use their own budget it will need to be itemized out
- All budgets must contain the elements of construction per the scope of work
- Builder profit and overhead can be an independent line in the budget, if not please provide a written confirmation that it is built into the budget
- Contingency of 5% (10% in TX) is required on all construction loans
- The budget amount and contract amount should match
  - Unless the contingency is a borrower contingency and a cost outside of the contract - we ask that you clarify this in your submittal

## Plans and Specifications

Complete floor plans including all four elevations (North, South, East & West) of the property.

- These should be the finalized plans that one would use to get the permit from the city/county to build the home and have the property location information, borrowers name, etc. listed on them

## Copy of Appraisal

A complete copy with all pages.

- This should be ordered using your standard practices while including the finalized plans and specifications with your appraisal order request

## Building Permits

Submission of Building Permits to Lender.

- If Construction work has already started, Permits must be included
- If no work has started, permits will be required at time of the first draw

## Borrower Prepayment Information

A completed Prepaid Line-Item Accounting Worksheet, Form D1, accompanied with proof of payment.

- This form **should only** be used when a borrower would like equity credit and has paid funds toward the project. – Do not complete if the borrower wants reimbursement
- These funds can be associated to items in the contract or outside the contract
- We will require a copy of the invoice and proof of payment
- Proof of payment can be one of the following:
  - Front/Back of a canceled check
  - Front of check and bank statement showing check cleared
  - Credit card receipt
  - Credit card statement
  - Unconditional waiver from the contractor

## Draw at Close Information

When a builder is requesting a Draw at Loan Closing, a completed Construction Loan Disbursement Request Authorization Form (Form E) must be submitted documenting the line items from the budget that the builder is requesting the draw for.

- This form should only be completed for the amount needed upfront
- The amount allowed for the draw at close is 10% of the cost of construction or \$50,000 whichever is less
- Amount will be applied against the budget. The Form E should include the Line Item from the budget the Builder would like to draw from, and how much of that line item budget he would like to receive
- This form is to be signed and dated by the borrower and contractor

## Contractors Wire Authorization (Form F)

The Contractors Wire Transfer Instructions to disburse funds directly to Builder.

- The borrower and contractor must sign and date the form
- This form will be utilized for the draw at close and all draws thereafter

# Project Review Requirements

<b>Construction to Perm Project Review Requirements</b>
<b>Plans and Specifications</b> Complete floor plans including all four elevations (North, South, East & West) of the property
<b>Construction Contract</b> Fully Executed Construction Agreement between the Contractor and the Borrower
<b>Cost Breakdown or Budget</b> Itemized list of budget line items showing the total Cost to Build (Budget amount must match the Fully Executed Contract)
<b>Borrower Prepayment Information</b> A completed Prepaid Line Item Accounting Worksheet, Form D1, accompanied with proof of payment
<b>Draw at Close Information</b> When a Builder is requesting a Draw at Loan Closing, a completed Construction Loan Disbursement Request Authorization Form (Form E) must be submitted documenting the line items from the budget that the builder is requesting the draw for. (Draws at Closing are capped at 10% of Construction Cost OR \$50,000 whichever is less)
<b>Contingency</b> A 5% contingency (10% for TX transactions) is required to be included in the budget on all Construction Loans (Reminder all budgets must match the Fully Executed Contract)
<b>Copy of Appraisal</b> A complete copy with all pages and certificates
<b>Contractors Wire Authorization Form</b> Fully Executed Contractor Wire Authorization Form (Form F)
<b>Other Documents</b> For e.g., Soils, engineering report

## Project Submission Requirements

1. The following documents are to be obtained from the Borrower or Contractor and submitted for Granite's review via secured email ([uwmprojects@graniteriskmanagement.com](mailto:uwmprojects@graniteriskmanagement.com)) or online (<https://portal.graniteriskmanagement.com>) along with the completed 'Granite Project Review Checklist Form D'.  
Entire list below:
  - a. Granite Project Review Checklist (Form D)
  - b. Copy of Fully Executed Construction Contract
  - c. Itemized list of budget line items or staged draw schedule of the hard construction cost
  - d. Complete floor plans including all four elevations (North, South, East & West) of the property
  - e. Verification of Borrower Prepayments if applicable
  - f. Copy of Appraisal as reviewed by Lender
  - g. Other Reports, if available/appropriate
2. Granite will send a Project Review Status Notification, or if all checklist items are accepted, a Project Review and Recommendation will be sent 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 recommendation.

*Note: If changes are made to the Contract or Budget where the project needs to be reapproved due to a Draw at Close or prepaid items, Granite must issue a new Construction Project Review Recommendation.*

4. The Completed Project Review and Recommendation must be submitted to the UWM underwriter for approval. All Construction Loans must include a Contractor Acceptance & a Project Review and Recommendation from Granite.

# Project Review Checklist

Page 1 of 1

Form D



AN ALTISOURCE® BUSINESS UNIT

Borrower Name(s):		Date:
Is this a VA Loan? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Property Address:		
City:	State:	Zip Code:
Contractor:		
Contractor Telephone:		Fax:
Contractor Email:		
Wholesale Broker Office:		
Loan Officer:		
Loan Officer Telephone:		Fax:
Loan Officer Email:		
Loan Processor:		
Loan Processor Telephone:		Fax:
Loan Processor Email:		

Checklist (When complete, return this information to Lender)			
Mandatory Items To Be Completed	Expected Completion Date	Check Box When Completed	Actual Completion Date
<b>1. Signed Construction Contract</b> Borrower and Contractor must both sign; contract amount must match total in <i>Cost Breakdown</i> .		<input type="checkbox"/>	
<b>2. Cost Breakdown</b> Must match dollar amount in <i>Construction Contract</i> .		<input type="checkbox"/>	
<b>3. Set of Plans</b> Must include the floor plans and all four elevations for review.		<input type="checkbox"/>	
<b>4. Appraisal</b> Lender will order an appraisal based on the plans and specifications. If the plans have not been submitted, please indicate in the Expected Completion Date column your expected delivery date to the Lender.		<input type="checkbox"/>	
<b>5. Building Permits</b> Submission of Building Permits to Lender — if pre-start activity has occurred, Permits must be included.		<input type="checkbox"/>	
<b>6. Pre-paid Information (Form D1)</b> A fully completed Form D1 with all data fields completed, refer to the Project Review Package section in your manual — improperly documented prepaids will not receive credit.		<input type="checkbox"/>	
<b>7. Draw at Close (Form E)</b> A fully completed Form E with all data fields completed and signed documenting the hard cost draw at close, refer to the Project Review Package section in your manual.		<input type="checkbox"/>	
<b>8. Bank Authorization (Form F)</b> Wire Transfer Instructions for Lender to disburse funds directly to Builder. Borrower and Contractor must sign and date Form F.		<input type="checkbox"/>	

Please forward a completed Form D and all attachments via fax to (888) 456-4999 or via email to [UWMprojects@graniteriskmanagement.com](mailto: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.

**Standard Budget**

Page 1 of 4

**Form C**



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

Project Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Line Item/ Number	Description	Budget (\$)	Name of Sub-Contractor or Supplier
<b>100</b>	<b>Site Work</b>		
101	Storm Drain		
102	Dewatering		
103	Excavation		
104	Dirt Import/Export		
105	Grading — Rough		
106	Grading — Finish		
107	Demolition		
108	Retaining Walls		
109	Equipment Rental		
110	Sewer/Septic System		
111	Water Well/Pump		
112			
113			
114			
115			
<b>200</b>	<b>Foundation</b>		
201	Caissons/Pilings		
202	Footings, Foundations, Slab Concrete		
203	Waterproofing		
204	Lightweight Concrete		
205			
206			
207			
208			
<b>300</b>	<b>Rough Structure</b>		
301	Lumber — Rough		
302	Carpentry — Rough		
303	Structural Steel		
304	Windows and Exterior Doors		
305			
306			
307			
308			
<b>400</b>	<b>Rough Mechanical and Roof</b>		
401	Trusses — Material		

**Standard Budget**

**Form C**



Continued – Page 2 of 4

<i>Borrower:</i>		<i>General Contractor:</i>	
Line Item/ Number	Description	Budget (\$)	Name of Sub-Contractor or Supplier
<b>400</b>	<b>Rough Mechanical and Roof (continued)</b>		
402	Trusses — Labor		
403	Plumbing — Rough		
404	Electrical — Rough		
405	Hardware — Rough		
406	HVAC		
407	Fire Sprinklers		
408	Low Voltage System/Vacuum		
409			
410			
411			
412			
<b>500</b>	<b>Rough Finishes</b>		
501	External Insulation and Sheathing		
502	Internal Insulation and Sheathing		
503	Drywall/Plaster		
504	Interior Doors		
505	Roofing		
506	Siding/Stucco/Brick		
507	Garage Door		
508	Fireplace		
509	Sheet Metal, Gutter and Downspouts		
510	Skylights		
511			
512			
513			
514			
<b>600</b>	<b>Finishes</b>		
601	Lumber Finish — Labor		
602	Lumber Finish — Material		
603	Electrical Finish — Labor		
604	Electrical Fixtures		
605	Plumbing Finish — Labor		
606	Plumbing Fixtures		
607	Hardware Finish		
608	Cabinets		
609	Flooring		
610	Ceramic Tile		
611	Millwork		
612	Mirrors		

**Standard Budget**

Continued – Page 3 of 4

**Form C**



Borrower:

General Contractor:

Line Item/ Number	Description	Budget (\$)	Name of Sub-Contractor or Supplier
<b>600</b>	<b>Finishes (continued)</b>		
613	Marble/Granite		
614	Appliances		
615	Painting — Interior		
616	Painting — Exterior		
617			
618			
619			
620			
<b>700</b>	<b>Specialties/Landscaping/Driveway</b>		
701	Ornamental Iron		
702	Fireplace Mantel		
703	Architectural Precasts		
704	Landscaping		
705	Pool/Spa		
706	Driveway		
707	Flat Work		
708	Fences, Walls and Gates		
709	Brick/Stone		
710			
711			
712			
713			
<b>800</b>	<b>General Conditions</b>		
801	Architect/Engineer		
802	Survey		
803	Temporary Facilities		
804	Insurance		
805	Supervision		
806	Overhead		
807	Profit		
808	Contingency		
809	Interior Design		
810			
811			
812			
813			
<b>900</b>	<b>VA Construction Loan Required Fees</b>		
901	Loan Interest Only Payments During Construction		
902	Land Property Taxes During Construction		
903	Builders Risk Insurance Policy		



**Standard Budget**

**Form C**



Continued – Page 4 of 4

Borrower:

General Contractor:

Line Item/ Number	Description	Budget (\$)	Name of Sub-Contractor or Supplier
<b>900</b>	<b>VA Construction Loan Required Fees (continued)</b>		
904	Title Update Fees		
905	Draw Fees		
906	City Inspection Fees (If not included in Permit cost)		
907			
908			
909			
910			
911			
912			
913			

**TOTAL Items (\$)** \_\_\_\_\_

**Land (\$)** \_\_\_\_\_

**Project TOTAL (\$)** \_\_\_\_\_

Please forward a completed Form C and all attachments via fax to **(888) 456-4999** or via email to [UWMprojects@graniteriskmanagement.com](mailto: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**.

**Prepaid Accounting Worksheet**

**Form D1**



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

Borrower(s) Name: \_\_\_\_\_

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

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

**Prepaid 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 prepaids, they cannot also receive equity credit.

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

**Prepaid Outside to 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 prepaids, they cannot also receive equity credit.

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

**Budget Line Number:** The budget line from which the prepaid costs 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.

**Prepaid Amount:** The prepaid 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 prepaids are credited. Budget/Cost Amount(A) - Prepaid Amount(B) = Amount Remaining(C)

**Type of Verification:**

- **Prepaids 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 terms: canceled checks (front and back), bank statement, paid receipts, or unconditional lien releases.
- **Prepaids 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 terms: canceled checks (front and back), bank statement, paid invoices, or unconditional lien releases.

Please forward a completed Form D1 and all attachments via fax to (888) 456-4999 or via email to [UWMprojects@graniteriskmanagement.com](mailto: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.



**Bank Account Authorization**

Page 1 of 1

**Form F**



Company Name: \_\_\_\_\_

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

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

Borrower(s): \_\_\_\_\_ Loan Number: \_\_\_\_\_

**Disbursement Authorization**

I/We (print Borrower's name): \_\_\_\_\_

hereby authorize the Lender to disburse the proceeds of my/our loan in the total amount and manner as outlined below.

**Disbursement Instructions**

Construction disbursements are to be made from time to time based upon properly documented and authorized disbursement requests in the following manner:

**Disbursement to General Contractor**

Disbursement is to be made directly and solely to the general contractor. The contractor must provide the following information:

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

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

Bank Name: \_\_\_\_\_ ABA (Routing Number): \_\_\_\_\_

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

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

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

Bank Telephone: \_\_\_\_\_

**Signatures**

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

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

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

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

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

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

*to the contractor*

Please forward a completed Form F and all attachments via fax to (888) 456-4999 or via email to [UWMprojects@graniteriskmanagement.com](mailto: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.