

Construction / Permanent Loan Submission Items

A construction loan is submitted just as you would any other non-construction file. The file is registered into the system and is assigned to an Underwriter. When you receive your conditions from the underwriter, you will notice a condition that says, "Subject to CP Conditions being added to loan". The Underwriter then directs the file to the CP Department for CP review. The CP conditions are added and faxed to you within 24 hours upon receipt by the CP Department.

Sales Contract Must specifically identify the cost to acquire the lot and the cost to construct the home. If the borrower owns the lot, the contract should only indicate the cost to construct the dwelling. If the borrower does not own the lot and is not purchasing it from the builder, a separate lot contract should also be submitted.

Other Contracts For example, a pool or seawall

Recorded Warranty Deed Only required if Borrower is already in title to the lot. If the Borrower has not owned the lot for one year, the HUD-1 from the lot purchase will be required to determine lot value.

Set of Plans Should be signed by borrower and builder

Specifications Should be signed by borrower and builder. In the case of a government CP loan, the "Description of Materials" can also be used as specifications.

Cost Breakdown Must total to the exact contract price. This document must be signed by the builder. (The borrower does not see the cost breakdown).

Builder File This is separate from the loan file. Builder review package should be submitted directly to the Construction Department. Builder package must include fully completed and signed builder application, along with all necessary requirements. Builder review process takes approximately 5 business days to complete. Builder files must be updated each year. Please contact the Construction Department if you need additional information about this process. (Please see Ivanhoe website for a blank builder application).

CP Disclosure Product specific (standard CP vs. one-time close). Should be discussed with, and signed by the borrower.

Please make sure 1003 is completed correctly (properly marked as a CP loan, and include information as to what type of CP loan, for example: "one time close", etc.)

Other Items Of course, the above items are **in addition to** all of the other information you would normally submit to Underwriting for any of your other regular, non-CP loans. Those items would still be applicable. Also, all loans are always subject to additional conditions (if applicable) once the above items are submitted and reviewed.