

### Items Needed from Builder

- Builder Contact Information Form completed & signed (attached)
- Copy of Contractor's License
- Copy of Contractor's Liability Insurance and/or Workman's Compensation (if applicable)
- W-9 Form completed and signed (attached)
- Copy of executed contract between the borrower and builder with our required Contract Addendum (attached)
- Specifications: Must be completed in detail, as this will be provided to the appraiser. Builder may provide their form or complete ours (attached).
- Plans: Provide 8-½ x 14 copies of the front, back, sides and floor layout.
- Signed Draw Schedule – We prefer the use of our draw schedule. Any requested changes must be approved by AgSouth (attached).

The contractor listed in the contract should match what is listed on the W-9 and Contractor Liability policy. If the company is incorporated, builder should sign using their corporate title.

COMPANY NAME

By: \_\_\_\_\_

## Builder Contact Information

7.1.19

Builder's Name: \_\_\_\_\_

Builder's Company Name: \_\_\_\_\_

Builder's Company Address: \_\_\_\_\_

\_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email: \_\_\_\_\_

### Type of Organization

\_\_\_\_ Corporation    \_\_\_\_ Partnership    \_\_\_\_ LLC    \_\_\_\_ Joint Venture    \_\_\_\_ Individual

Number of Employees \_\_\_\_\_ Number of years in business under present name: \_\_\_\_\_

List of Jurisdictions legally licensed/qualified to conduct Business:

\_\_\_\_\_

### Preferred Method of Disbursement(s)

\_\_\_\_ Pick up at Branch Office

\_\_\_\_ Mailed to above Company Address

\_\_\_\_ Wired to Bank Account (IF A WIRE IS PREFERRED ATTACH A COPY OF THE FINANCIAL INSTITUTIONS WIRE INSTRUCTION ON LETTERHEAD)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Builder Name \_\_\_\_\_

Title \_\_\_\_\_

## LENDER'S REQUIRED CONTRACT ADDENDUM

The following Addendum sets forth the requirements of AgSouth Farm Credit, ACA (Lender) to provide for a construction loan to \_\_\_\_\_  
\_\_\_\_\_ (Owner). The terms shall supplement and amend the construction contract between Owner and \_\_\_\_\_  
\_\_\_\_\_ (Contractor), along with any exhibit, schedule or addendum for the construction of a dwelling located at \_\_\_\_\_  
\_\_\_\_\_

(Project). In the event of a conflict or inconsistency between the terms of the contract and this addendum, the terms of this Addendum shall control.

**Construction Draws:** Draws of funds will be billed per the Lender Draw Schedule, which is attached hereto. All draws will be made directly to Builder from Lender, and draws will be paid within 96 hours of receipt of the signed Owner's Authorization to Disburse, excluding holidays or unavoidable delays caused by circumstances outside of the control of Lender, such as inclement weather. The first draw cannot be made until the loan is fully funded, which could be up to 7-10 days after closing.

**Disputes & Arbitration:** All claims, disputes and other matters in question arising out of or relating to the Contract Documents or the breach thereof - except for claims which have been waived by the making and acceptance of the final payment - shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association (or other arbitration rules). This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any court having jurisdiction thereof. Any award shall provide for payment within 30 days of the date of the award.

**Change Orders:** Any and all change orders must receive prior written approval from Lender.

**Commencement:** The Contractor will commence work on this Project after execution of this Addendum no more than \_\_\_\_\_ days after Owner's construction loan closing, substantial completion to be on or before \_\_\_\_\_. Substantial completion occurs when a certificate of occupancy is issued by the local building official (if applicable) and all funds have been drawn from Lender.

**House Plans & Spec Sheet:** Plans and specs, including front, rear and side elevations are attached.

**Owner's Work:** Owner agrees not to perform any work or provide any labor or materials for the Project.

**Permits, Fees & Tests:** The Contractor shall secure and pay for building permits, licenses and other similar approvals necessary for the proper execution and completion of the Project.



# AGSOUTH C2P DISBURSEMENT SCHEDULE & PROGRESS REPORT

SECTION A: FILE INFO									
BORROWER:		LOAN NUMBER:							
CO-BORROWER:									
STREET ADDRESS:		CONTRACT PRICE:	\$						
CITY		DEPOSIT AMOUNT:	\$						
STATE		COST TO CONSTRUCT AFTER DEPOSIT:	\$						
ZIP CODE									
BUILDER/CONTRACTOR:									
SECTION B: INSPECTION DETAILS		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
	% to complete this item								
SITE PREPARATION									
Clearing, Excavation & Backfill		4%							
Water Supply to House		2%							
Sewage Disposal/Septic System		2%							
FOUNDATION									
Footings & Foundation Walls		10%							
First Floor Deck or Slab		5%							
BUILDING ROUGH IN									
Framing, Sheathing & Partitions		15%							
Rough Plumbing, tub, pipes in walls & ceiling		3%							
Rough Electrical - In and main power to house		3%							
Rough HVAC - Duct/Piping & chimney behind sheetrock		2%							
EXTERIOR WEATHER TIGHT									
Roofing & exterior trim		2%							
Exterior, doors & windows		6%							
Exterior Siding		5%							
INTERIOR FINISH									
Insulation		3%							
Sheetrock		5%							
Interior doors, trim & millwork		5%							
Kitchen & bath cabinets & countertops		8%							
Fireplace and/or woodstove		1%							
FINISH ITEMS									
Finish Plumbing-drain/supply lines & fixtures		3%							
Finish Electrical switch, receptacles & fixtures		1%							
Finish HVAC Furnace, fuel tank & registers		3%							
Exterior Paint/stain		1%							
Interior Paint/stain		2%							
Flooring		5%							
Steps, decks, walks & driveway		3%							
Topsoil, grading & seeding		1%							
<b>Enter the total % complete for each inspection column</b>		<b>100%</b>							
SECTION C: BUILDERS ACKNOWLEDGMENT & CONSENT TO THE DRAW SCHEDULE ABOVE.									
<p>By signing below I hereby acknowledge that I fully understand the 1<sup>st</sup> draw will not be released until the loan has been by purchased by AgFirst which is normally 7-10 business days after closing. The maximum number of draws allowable is eight. Also, the final inspection will not be ordered until the Certificate of Occupancy is received by the processor.</p> <p>Signed and agreed upon this day this _____ day of _____, 20_____.</p>									
*					*				
Signature of Contractor for:					Print Name of Contractor for:				
SECTION D: APPRAISER SIGNATURE REQUIRED FOR EACH INSPECTION		Date Completed	Cumulative % Complete			Inspection #			
						1 <sup>st</sup>			
						2 <sup>nd</sup>			
						3 <sup>rd</sup>			
						4 <sup>th</sup>			
						5 <sup>th</sup>			
						6 <sup>th</sup>			
						7 <sup>th</sup>			
						8 <sup>th</sup>			

**SPECIFICATIONS FOR BUILDING PROGRAM ON SECURITY OFFERED IN APPUCATION FOR A LOAN**

1. To \_\_\_\_\_ A \_\_\_\_\_ Story \_\_\_\_\_ Room \_\_\_\_\_

Build or Rebuild

Kind of Building

**DIMENSIONS OF ENTIRE BUILDING WHEN COMPLETED:**

1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor	Basement	Carport or Garage	Other (Porches, Etc.),	Other

No. Bedrooms: \_\_\_\_\_ No. Bathrooms: \_\_\_\_\_ No. Closets: \_\_\_\_\_ List other rooms separately: \_\_\_\_\_

**Type of Construction:**

**EXTERIOR DETAIL**

EXTERIOR WALLS & FRAMING		ROOF STRUCTURE			FOUNDATION & FOOTING	
Weatherboarding		Gable		Mansard		Poured Concrete
___ Brick Veneer ___ Concrete Block		Hip				Concrete Block
___ Vinyl or ___ Hardi Plank		Flat				Stone
Other		GUTTERS AND DOWNSPOUTS			ROOF COVER	
Sill ___ Corner Post ___		Galvanized			Asphalt Shingle	Weight
Floor Joists		Copper			Asbestos Shingle	
Studs		Aluminum			Metal	
Celling Joists		Other			Built-up	
Rafters Size & Spacing		None			Other	

**INTERIOR DETAIL & REFINEMENTS**

WATER SUPPLY		Basement				1st Floor						2nd				
Well & Elec. Pump	Open Area	Baths	Other	Living	Dining	Family Rm	Kitchen	Bedrooms	Baths	Utility	Other	Bedrooms	Baths	Garage	Other	Closets
City Water System																
Other																
Est. Cost \$	Sub-Floor Kind & Quality															
<b>FLOORS</b>																
Hardwood																
Softwood																
Tile Composition																
Linoleum																
Carpet, wall-to-wall																
Concrete																
Other																
<b>WALLS</b>		\$ Allowance														
Plaster																
Drywall																
Wood Panel																
Other																
<b>CEILING</b>																
Plaster																
Drywall																
Celotex																
Other																
<b>KITCHEN</b>		<b>WINDOWS</b>						<b>PLUMBING</b>								
Built-In Cabinets		Double Hung						No. Septic Tanks: Cap.								
Electric Dishwasher		Casement						Hot Water Heater, Gal.								
Built-In Electric Stove & Oven		Picture						Copper Tubing								
Garbage Disposal		Vinyl						<b>HEATING &amp; AIR CONDITIONING</b>								
Kitchen Vent Fan		Metal						Forced Warm Air								
<b>MISCELLANEOUS</b>																
Insulation ___ Wall ___ Ceiling		Weather-strip.						Hot Water								
Type Insul ___ A. Factor ___		Screens						Radiant — Ceiling								
Fireplace		Storm Sash						Radiant — Baseboard								
<b>GARAGE: No. Sides Enclosed</b>		Combination						Floor or Wall Furnace								
___ Attached ___ Detached		<b>ELECTRICAL</b>						___ Gas-fired ___ Oil-fired								
___ Carport ___ Basement		Cable						___ Butane ___ Hand-fired								
No. Doors ___ No. Cars ___		Rigid Conduit						___ Stoker ___ Electric								
Driveway Finished		Attic Fan						Central Air Conditioned ___ Tons ___ B.t.u. ___								

**OVERALL QUALITY OF WORKMANSHIP AND METHOD OF CONSTRUCTION:** Will the work be first quality by skilled carpenters and mechanics, accustomed to completing high quality work? \_\_\_\_\_ A good job by skilled and semi-skilled workmen? \_\_\_\_\_ Just fair work by semi-skilled workmen? \_\_\_\_\_ Rather rough work by unskilled workmen? \_\_\_\_\_ If not by contract describe method of construction and supervision in remarks:  
\_\_\_\_\_

**COST OF CONSTRUCTION:** Exclusive of Well & Septic Preparation: \$ \_\_\_\_\_

Site Preparation \$ \_\_\_\_\_ Estimated ( ) Contract ( ) Discuss Well & Site Preparation in remarks if significant (See area below marked "Remarks")

**PLANS AND OTHER SPECIFICATION REQUIREMENTS:** Complete plans and specifications should be submitted in all cases where available. Floor and elevation plans are required for all dwellings with a value of \$10,000 or more. Only floor plans or sketches with dimensions are required for dwellings with a value less than \$10,000. If complete plans and specifications are submitted and made a part of the permanent file the completion of this form is desirable, but may be dispensed with except for heading and cost of construction.

**OTHER BUILDINGS TO BE CONSTRUCTED: Dwellings repaired or other Improvements:**

Kind: \_\_\_\_\_ Stories \_\_\_\_\_ Dimensions: \_\_\_\_\_

Type of Foundation: \_\_\_\_\_

Framing Sills: \_\_\_\_\_ (Size) Floor Joists: \_\_\_\_\_

Corner Posts: \_\_\_\_\_ (Size) Studs: \_\_\_\_\_ (Size) \_\_\_\_\_ (Spacing)

O.C. Plates: \_\_\_\_\_

Ceiling Joists: \_\_\_\_\_ (Size) \_\_\_\_\_ (Spacing)

O.C. Rafters: \_\_\_\_\_ (Size) \_\_\_\_\_ (Spacing)

**Describe the following in detail, giving kind and quality of material used:**

Floors: \_\_\_\_\_

Outside Walls: \_\_\_\_\_

Partition Walls: \_\_\_\_\_

Inside Ceiling & Wall Finish: \_\_\_\_\_

Insulation: \_\_\_\_\_

Roof Construction: \_\_\_\_\_

Rough or finished lumber: \_\_\_\_\_

Constructed by skilled or unskilled workmen: \_\_\_\_\_

If dairy barn, give number and kind of stanchions: \_\_\_\_\_

Describe electricity, water supply and plumbing: \_\_\_\_\_

Estimated Cost of Construction Exclusive of Site Preparation: \$ \_\_\_\_\_

Site Prep: \$ \_\_\_\_\_

**REMARKS: (Attach supplement if needed)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I expect to complete the above described improvements by \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Date

Witness

Contractor Signature

