**Phase 1 of Builder Registration**

**Builder / Retailer Questionnaire**

This document is designed to give us some basic information regarding the builders company. The information in this document is used to give us an idea of what type of home will be built, where it is being built, and how long it will take to build. This document will also give us general information regarding the builders company that we use to verify the Corporate background check and credit report. This document must be signed by the builder to confirm the builder filled out this information.

**Program Outline and Acknowledgement Agreement**

This document is one of if not the most important document in this packet. This document breaks down the builders responsibilities and explains how the program works. The builder will be held to these standards during the build process. This document takes precedence over any contract between the builder and borrower. This document is also used in the final step of the builder registration process, the Builder Vetting Call. We will need all pages of this document and the builder must sign the last page for it to be accepted.

**Certificate of insurance**

We collect two types of insurance documents for the builder registration process. The first certificate we request is the **General Liability Certificate of Insurance**. We look for three coverage limits within this document. The first item we look for is that the policy is active. The second item we look for is the coverage limits. The General aggregate coverage should be for at least $1,000,000.00. The Each occurrence limit should be at least $1,000,000.00. The third item we look for is that the coverage is in the company’s name.

The second Certificate of insurance we look for is the **Certificate of Insurance for Workers Compensation**. Just like the General Liability coverage we check to be sure the policy is in the builders name, the policy is active and the limits of coverage. If the builder does not have a certificate of insurance for Workers Compensation we have a Workers Compensation Exemption form in the builder registration packet that we accept in lieu of a formal policy.

For modular or manufactured homes we also require a copy of the builders inland marine coverage. This covers the home during transportation to the subject property lot.

**Builder / Retailer / Dealer License**

We require the builder/retailer/dealer license in all states that are applicable. We check to be sure the builder is licensed to preform the build and that their license is active. This document is often used for reference when we pull the corporate credit report and background check. If the builder is in a state where they are not required to have a license, please let us know.

**W-9**

The final Builder document that we require Is the builders W-9. This document will be used to pay the builder later as well as for reference when we pull the corporate credit report and background check. It is very important that this document is filled out fully and signed and dated.

**References**

There needs to be three Industry References and three Customer References. Please note Customer references must be for New Home Construction, please don’t submit large renovations or commercial construction builds. As for industry references we are looking for suppliers, banks, and sub-contractors that you have worked with in the past.

**Phase 2**

In phase two we use the information we are going to need two Items. We require a Lexis Nexis background check pulled and three years’ worth of tax returns. These give us an idea of the builders financial health and legal background. This is necessary to our assessment of the builder.

These two are requirements if a Lexis Nexis isn’t found we will require a personal credit report on the owner of the construction company

**Phase 3**

After the first two phases of builder registration has been completed, we will reach out to you and your builder for the Builder Vetting Call. This is a recorded conversation between our department and your builder. During this conversation we explain the main points of the Program Outline and Acknowledgement Agreement. We also welcome questions and concerns about the program. After this call we want the builder to feel comfortable with the program and what is expected of them during the build process. This final step will not take place If we are missing the entire program outline or if we are missing the builder’s signature on this document. After the call we will do a final review of the documents and contact you and your builder regarding there registration status.

The Builder Registration phone call will be administered differently, When the builder reaches out, we will accept the call and them call them back on a recorded line. Once the phone call is recorded and completed their will be a 30-minute review of all builder registration documents.