



## OTC Builder / Retailer Registration Packet

## All Construction Types

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## Builder/Retailer Questionnaire

**Instructions:**  
 Lender requires that this questionnaire be completed in detail, dated and signed. Site-Built homes require the Builder to complete the form. Manufactured or Modular homes require the Retailer or Dealer to complete the form. The Builder, Retailer, or Dealer are responsible for providing a turnkey home including all site improvements. Please provide complete address and telephone number where requested.

Borrower's Name		Project Name			
Property Address		City		State	Zip
One-Time Placement		Remodel / Rehab		Production Builder	
Square Feet		Estimated Project Duration			
Scope of Work (Description of Proposed Project)					
Manufactured Home		Modular Home		Stick Built Home	

### 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
Business Phone			Business Fax		
Email Address					

### Business Information

Federal Tax ID Number					
State Contractor's License Number		Class(es)			
Is your license in good standing?	YES	NO			
(If NO, please explain on a separate sheet and include with this completed questionnaire.)					
Have you ever had a Contractor's License revoked?	YES	NO			
(If YES, please explain on a separate sheet and include with this completed questionnaire.)					
The name of a responsible managing employee, responsible managing officer, or qualifying partner under your license:					

### If your Business is a Sole Proprietorship

Sole Proprietor's Name		Years of experience in placement or construction	
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### If your Business is a Partnership

Partner Name		Percent Owned	
Title		Years of experience in placement or construction	
Partner Name		Percent Owned	
Title		Years of experience in placement or construction	

### If your Business is a Corporation

CEO/President		Percent Owned	
Years of experience in placement or construction			
CFO/Controller		Percent Owned	
Years of experience in placement or construction			





### Builder/Retailer Acceptance Checklist

Borrower's Name					Date		
Project Address			City			State	Zip
New Placement			Remodel / Rehab				
Contractor							
Contractor Phone					Contractor Fax		
<b>Checklist</b>							
When complete, return this information to the loan professional or broker.							
<b>Item</b>				<b>Check Box when Completed</b>		<b>Internal Use Only</b>	
1. <b>Contractor Questionnaire</b> Fully completed and executed <i>Contractor Questionnaire</i>							
2. <b>State Contractor's License</b> Copy of valid State Contractor's License							
3. <b>Worker's Compensation Insurance</b> Evidence of Worker's Compensation Insurance or <i>Certificate of Exemption</i> if Contractor has no employees.							
4. <b>Commercial General Liability Insurance</b> Evidence of Commercial General Liability Insurance in the amount of \$1,000,000 or greater.							
5. <b>Contractor's Driver's License</b> Legible copy of Contractor's valid driver's license							
6. <b>W-9</b> Valid, completed W-9 form, if applicable							
<b>Lender/Broker Use Only</b>							
Loan Professional					Email		
Phone					Fax		
Office Address							
Retail Loan:				Wholesale Loan -Broker Name:			

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## Statement of Exemption from Worker's Compensation

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This statement of Exemption from Worker's Compensation is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 by \_\_\_\_\_ (hereinafter referred to as the "Contractor").  
 Contractor has contracted with \_\_\_\_\_ (the "Borrower(s)") for the purposes  
 of construction and/or remodeling of 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 Name Printed: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

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### Disbursement Authorization and Appointment of Agent

The undersigned Borrower hereby authorizes American Financial Resources, Inc. ("AFR") to disburse construction draws to \_\_\_\_\_ (Builder/Retailer) during construction of the home located at the following property address: \_\_\_\_\_ and further both Builder/Retailer and Borrower agree to hold AFR harmless, defend, and indemnify AFR from any and all claims, actions, suits, charges, and judgements whatsoever that arise out of these payments by AFR.

Borrower hereby appoints Builder/Retailer as Borrower's duly authorized agent for purposes of taking any actions including, but not limited to, submissions of requests for loan draws for construction in the manner and on the forms prescribed by American Financial Resources, Inc. ("AFR") necessary on Borrower's behalf to obtain advances or draws pursuant to the Loan Agreement, to be executed at closing, between Borrower and Lender.

This appointment shall continue in the event of any subsequent disability of Borrower. Borrower's appointment of Builder/Retailer hereunder may be revoked only by written revocation signed by Borrower, which revocation shall not be effective until received by both Builder/Retailer and American Financial Resources, Inc. (AFR) at the appropriate address as follows:

Builder/Retailer: \_\_\_\_\_  
Attn: \_\_\_\_\_  
\_\_\_\_\_

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, to be effective the date of the Loan Agreement.

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Co-Borrower's Signature

Accepted:

\_\_\_\_\_  
Builder's/Retailer's Company Name

\_\_\_\_\_  
Builder's/Retailer's Signature Title

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**Builder/Retailer Authorization Form**  
**( ONLY for USDA OTC Construction to Permanent / Renovation Loans)**

I hereby authorize American Financial Resources, Inc. ("AFR") and/or its Successors and/or Assigns, to procure a criminal background check on me. Additionally, I will furnish a personal individual tri-merge credit report directly to AFR as part of the Builder Approval Registration Process.

I further authorize AFR to obtain background information about me and the employing company from a third-party reporting agency, such as, but not limited to, Dunn & Bradstreet or Lexis-Nexis. Information obtained may include my general employment reputation, credit standing, character, criminal history, verification of employment history, etc.

COMPANY NAME \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

I affirm that I am voluntarily supplying personal identification information to AFR to generate the background reports. I grant AFR permission to investigate my background and Company's background through third party services. This permission continues until I provide written notice that I no longer grant AFR permission to investigate me or the Company.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**PLEASE PRINT CLEARLY - VERY IMPORTANT!**

Full Name, including middle initial:  
\_\_\_\_\_

Maiden Name/Other Name:  
\_\_\_\_\_

Corporate Title or Position with Company:  
\_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Individual's Personal Residence - Current Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## AFR One-Time Close Program Outline and Acknowledgement Agreement For Manufactured / Modular / Site-Built Homes

This Program Outline and Acknowledgement Agreement (“Agreement”) is effective as of the last date signed below and is entered into between American Financial Resources, Inc. a New Jersey Corporation (“AFR”), its successors and/or assigns the Builder/Retailer and the Borrower(s). WHEREAS Builder/Retailer and the Borrower(s) wish to participate in AFR’s One-Time Close (OTC) program, the Builder/Retailer, together with the Borrower(s) understand and agree, in addition to any other agreements or requirements that AFR may require the following:

1. The following costs associated with the loan will be paid by the Builder/Retailer during the construction phase:
  - A One-Time Close administration fee as shown in Schedule A (“OTC Administration Fee”) and payable to AFR at closing:
    - OTC Administration Fee includes:
      - up to 5 construction draws and the required corresponding inspections
      - title updates (also known as date down endorsements)
      - construction underwriting
      - construction closing coordination
      - construction interest, notwithstanding early completion or extensions
    - “Builder Financed Amount” is the final contract price of the home and any improvements (including Builder’s contribution to land costs, closing costs, and prepaids)
    - Initial disbursements in excess of 20% of the loan amount may require an additional fee. Please contact AFR in such cases.
    - **Schedule A assumes a building timeframe of 5 months for all projects.**
      - Please refer to section 2 below for shorter or longer build times.
      - Build times more than 5 months may require additional interest. Please contact AFR in such cases.
        - [Premier Builders/Retailers](#) with build times more than 8 months may require additional interest.
    - Any of the following to be deducted from the construction escrow:
      - Any fee associated with an initial or final survey by AFR or state law.
      - All final inspection costs.
      - Any unpaid Builder/Retailer’s fees or costs paid by AFR on behalf of the Builder/Retailer.
      - Any additional interest resulting from extensions referenced in the clause 2 below.
2. The Builder/Retailer is to provide a building timeframe, which the Borrower(s) has/have agreed. This time frame will be used to calculate the total cost of the build. Builder/Retailer estimates time not to exceed \_\_\_\_\_ months for project completion. \_\_\_\_\_ (**initialed by Builder/Retailer**) Extensions to this estimate may be requested but no building timeline may exceed 1 (one) year. The timeframe starts on the date of loan closing.
  - Early completion (in the event construction is fully satisfactorily completed prior to the originally agreed to timeline):
    - Builder/Retailer may be eligible to receive an early completion incentive calculated by multiplying:
      - cumulative balance drawn by the Builder/Retailer excluding the final disbursement; by
      - a daily rate of interest derived as 7% divided by 360; by
      - actual number of days between the final disbursement and the originally agreed to completion date
    - Incentive payment will be added to the final disbursement
    - Sample calculation A - construction is completed takes 15 days earlier than originally agreed to and prior to the final disbursement the cumulative drawn balance was \$360,000.00; the early completion incentive is calculated as  $[\$360,000.00 * 7\% / 360 * 15] = \$1,050.00$  added to the final disbursement
  - Extensions (in the event construction is not fully satisfactorily completed by the originally agreed to timeline):
    - AFR must approve all requests for extensions;
    - Requests for extensions should be made as soon as the Builder/Retailer is aware that they will not complete the project in the original timeline, but in no cases, less than 2 weeks prior to the agreed-to completion date;



- Builder/Retailer will be charged additional interest for each extension period calculated by multiplying:
    - Cumulative balance drawn by the Builder/Retailer during the period; by
    - A daily rate of interest derived as 7% divided by 360; by
    - Actual number of days between the end of the prior period and the final disbursement
  - Sample calculation B1 – construction takes 22 days longer than originally agreed to and during those 22 days the cumulative drawn balance remained at [\$140,000.00; additional interest is calculated as  $[\$140,000.00 * 7\% / 360 * 22] = \$598.89$  deducted from the final disbursement.
  - Sample calculation B2 – construction takes 57 days longer than originally agreed to with a cumulative drawn balance of \$88,000.00 for 17 days and \$99,000.00 for 40 days; additional interest is calculated as  $[[\$88,000.00 * 7\% / 360 * 17] + \$99,000.00 * 7\% / 360 * 40] = \$1,060.89$  deducted from the final disbursement.
3. The Builder/Retailer and Borrowers understand and agree the Builder/Retailer is responsible for delivering a home completed in accordance with FHA, VA, and USDA guidelines. The Builder/Retailer warrants all utilities (water, sewer, electrical, plumbing) are 100% functional at the time of delivery.
  4. Certificate of Occupancy (COO) and/or equivalent:
    - Must be delivered and reviewed to be found acceptable by AFR.
    - Completed within 2 weeks of the expiration of the construction period or an extension fee shall apply as shown in Schedule A
  5. Only Fixed Cost Building Contracts are permitted
    - Earnest Money Deposits (EMDs) are limited to five thousand dollars (\$5000.00); limit restriction not applicable for [Premier Builder/Retailer](#).
    - There shall be no upfront money disbursed by either AFR or the Borrower(s). Not applicable for [Premier Builder/Retailer](#).
    - Draw disbursements are outlined in paragraph 27.
  6. Builder/Retailer must provide detailed line-item cost of construction breakdown (cost takeout) and full materials list
    - Builder/Retailer must also include a five percent contingency line item as part of the total cost of construction. Not required for [Premier Builder/Retailer](#) or if a property is a Manufactured Home.
    - Use of contingency funds must be requested in writing by the Builder/Retailer, approved by AFR, and authorized by the Borrower(s).
    - Unused contingency funds will be applied as a principal reduction after construction is complete.
  7. Prior to ordering a proposed construction appraisal, the following is required based on construction type:
    - Complete set of Plans and Specifications, to include floor plans and elevations (front, rear, and side), signed by Borrower(s) and Builder/Retailer
    - Initial Site Plan must show lot dimensions, setbacks, easements adjoining roads, location of house, driveway and location of garage. If applicable, location of septic system and well to include distances.
    - Executed Builder/Retailer Sales Contract
    - Executed 3<sup>rd</sup> Party land Sales Contract (if applicable)
    - All reports and available information (i.e. Title report, environmental reports or studies and inspection reports)
    - HUD 92541 Builder/Retailer Certification of Plans and Specifications form (for FHA/VA loans)
  8. Plans and specifications requirements:
    - **Manufactured Homes:** floor plan, elevation drawings to include front, rear and sides of home, engineer certified foundation/pier plan along with site letter indicating the HUD requirements being met. **NOTE: VA REQUIRES MECHANICALS PRIOR TO CLOSING**
    - **Modular Homes:** floor plan, foundation plan and elevation drawings to include front, rear and sides of home. HUD Form-92005 Description of Materials (HVAC, Plumbing and electrical) can be provided post-closing along with copies of the permits. prior to funding by acknowledging this agreement. **NOTE VA REQUIRES MECHANICALS PRIOR TO CLOSING**
    - **Site built** floor plan, foundation plan and elevation drawings to include front, rear and sides of home. HUD Form-92005 Description of Materials (HVAC, Plumbing and electrical) can be provided post-closing along with copies of the permits. prior to funding by acknowledging this agreement. **NOTE VA REQUIRES MECHANICALS PRIOR TO CLOSING**

- **For all FHA and USDA loans:** The contractor/Builder and the Borrower have discussed the Mechanical (HVAC, plumbing, and electrical) plans/design. The contractor/Builder and Borrower agree and are satisfied with the outlined mechanical plan and the costs are incorporated into the final building proposal/costs. The HUD Form-92005 Description of Materials for those systems will be made available post-closing to the lender along with a copy of the permits for those systems.

**For all VA loans:** HUD Form-92005 Description of Materials must be provided, to underwriting for their review prior to closing.

9. Building Permits:

- **Are required prior to the closing of the loan**
- Are required where applicable per county and state requirements
- A copy of the building permit must be provided to AFR before work commences

10. New or Existing Construction projects which have begun prior to closing and funding are ineligible for this program

11. AFR requires first lien priority.

12. Mechanics and/or Materialmen's liens:

- If present, are not eligible for this program
- In the event that AFR becomes aware of such lien, the Builder/Retailer shall pay all costs necessary to remove any such liens and shall reimburse and indemnify AFR.
- AFR may request sub-contractor's lien waivers from Builder/Retailer prior to disbursement of any funds.

13. The Builder/Retailer and Borrowers understand and agree the Builder/Retailer is responsible for delivering a home completed in accordance with FHA, VA, and USDA guidelines. The Builder/Retailer warrants all utilities (water, sewer, electrical, plumbing) are 100% functional at the time of delivery.

14. Oregon Specific Requirements:

- Builder/Retailer will submit a list of all sub-contractors utilized on the construction project. Lien waivers will be required from each sub-contractor, as services are provided. Such costs to be paid by the Builder/Retailer.
- An Early Issue Title Policy will be required. The cost associated with this policy is the **responsibility of the Borrower**. This fee will be collected at closing/funding and held in escrow until the completion of the construction project.

15. Construction Matters

- AFR will only discuss construction matters with the Builder/Retailer who has executed this acknowledgment and is the general contractor for the construction project.
- AFR will NOT discuss construction matters with any subcontractor.
- AFR does not hire or recommend sub-contractors for any construction projects nor does it endorse the Builder/Retailer, general contractor, sub-contractor or any other party involved in the construction project.
- The Builder/Retailer is expected manage and resolve all sub-contractor matters.
- The Borrower(s) is/are solely responsible for resolving all construction issues with the Builder/Retailer.
- AFR's communication with the Builder/Retailer is limited to draw disbursements and inspections and is not directly related to the progress of the construction and or the quality or workmanship of the project.

16. All funds disbursed during construction by AFR shall be disbursed to the Builder/Retailer in accordance with the agreed upon draw schedule.

- Builder/Retailer is responsible for payment to any sub-contractors involved with the construction project.
- AFR does not disburse funds directly to any sub-contractor.
- Borrower(s) may not receive funds from AFR or the Builder/Retailer in return for work performed by Borrower(s).
- Borrower(s)' may not participate as a sub-contractor.

17. Water Well (existing or to be constructed):

- Any existing Water Well or well to be constructed must meet FNMA/FHA/VA/USDA new construction guidelines.
- Public water is required to be available at lot boundary.
- If public water is not available a developed well is required on the site prior to a final inspection/certification of occupancy as applicable.
- Water Well Installation estimate from Well installer is required prior to closing, *unless permits are available at closing*.
- Only drilled Wells are acceptable
- Newly drilled Water Wells require either a county well certification or a private company report dated within six (6) months of closing – documenting acceptable well flow and water purity.

- If a Water Well exists a water potability test is required (Bacteria / E-coli, Total Coliforms, Lead, Nitrate, and Nitrite). The cost of the water test is the Builder/Retailer’s responsibility.
- Verification will be made on all Water Wells (existing or new) of the required distances from property lines and built structures
- Existing Water Wells must comply with FNMA/FHA new Construction Water Well guidelines for potability and flow test requirements and meet county/state requirements.
- A Well located within the foundation walls of New Construction is not acceptable except in arctic or sub-arctic regions.

The following tables provide the minimum distance required between Wells and sources of pollution:

<b>Water Well location Minimum Property Standards for New Construction</b>	
<a href="#">24 CFR § 200.926d(f)(3)(iv)</a> *	
1	Property line / 10 feet
2	Septic tank / 50 feet
3	Absorption field / 100 feet
4	Seepage pit or cesspool / 100 feet
5	Sewer lines with permanent watertight joints / 10 feet
6	Other sewer lines / 50 feet
7	Chemically poisoned soil / 25 feet (reduced to 15 feet where ground surface is protected by impervious strata of clay, hardpan or rock)
8	Dry well / 50 feet
9	Other – refer to local health authority minimums
*Distance requirements of local authority prevail if greater than stated above	
The following provides the minimum standards for Individual Water Supply Systems (wells):	
<b>Individual Water System Minimum Property Standards for New Construction</b>	
<a href="#">24 CFR § 200.926d(f)(1) and (2)</a>	
1	Lead-free piping
2	If no local chemical and bacteriological water
3	Connection of public water whenever feasible
4	Wells must deliver water flow of five (5) gallons per minute over at least a four (4) hour period

18. Sewer/ Septic Systems:

- Public sewer is required to be available at lot boundary
- If public sewer is not available, and an approved septic system has not yet been installed, a Septic Installation Estimate, from the septic installer, is required prior to documents.
- Septic System Installation Estimate from Septic Installer is required unless permit is present at time of closing.

19. Elevation Certificate is required if the property is in a FEMA identified flood zone. Such certification will be required by AFR prior to closing based on construction drawings and a final certification will be required prior to final disbursement

20. Flood Insurance Requirement

- If property is in a FEMA identified flood zone, flood insurance will be required;
- if any part of the security structure on the subject property is constructed in the Special Flood Hazard Area:
  - Proof of flood insurance will be required prior to closing.
  - Failure to provide flood insurance will create a delay in the closing process until provided.

21. Required Inspection Documents: USDA & FHA

- Modular and site-built inspection requirements:
  - Builder/Retailer to provide Option A&B or Option A&C
    - A. Copies of building permit (or equivalent) and certificate of occupancy (or equivalent)
    - B. Three inspections, (footing, framing and final) performed by the local authority with jurisdiction over the Property or an ICC certified RCI or CI (for Modular Housing, footing and final only) on HUD form 92051
    - C. Three inspections for site built (footing, framing, and final) or (for modular housing, footing and final only) performed by a disinterested third-party, who is a registered architect or a structural engineer and has met the licensing and bonding requirements of the state in which the property is located.

- Manufactured housing inspection requirements:
    - **Dealer/Retailer to provide OPTION A&B OR OPTION A&C**
      - A. Copies of building permit (or equivalent) and certificate of occupancy (or equivalent)
      - B. Two inspections (Initial & Final) performed by the local authority with jurisdiction over the property or an ICC, RCI or CI
      - C. Two inspections (initial & final) performed by a disinterested third-party, who is a registered architect or structural engineer and has met the licensing and bonding requirements of the state in which the property is located
    - The cost of the final inspection and any required reinspection(s) is/are the Dealer/Retailer's responsibility
22. Required Inspection Documents: VA
- (a) If the local authority performs the required foundation, framing, and final inspections and issues a CO or equivalent, VA will accept the CO for the property as evidence of local authority inspections and satisfactory completion of construction. Please note that framing inspection is not required on manufactured, or modular homes.
- (b) If the local authority performs the required foundation, framing, and final inspections, but does not issue a CO or equivalent, VA will accept copies of the inspection reports, which verify full compliance with local Builder codes, or a written statement from the local authority that states that the required inspections were performed satisfactorily.
- (c) If the local authority does not perform the required inspections, the property must be covered by a 10-year insured protection plan that is acceptable to the Department of Housing and Urban Development (HUD), and a 1-year VA Builder's warranty.
- (2) Final inspection. When the property is 100 percent complete, the lender will contact the original VA appraiser to complete the VA final inspection. If the original VA appraiser is not available, the lender will contact the RLC of jurisdiction for another VA appraiser to complete the final inspection
23. VA loans only: Builder certifies that if property is located in Radon Zone 1 as designated by the EPA at the following website: <https://geopub.epa.gov/Radon/> that radon resistant construction techniques were used and construction will meet local building codes and state regulations for radon control, where applicable. In the absence of any building codes, certification will be based upon IRC requirements.
24. Final Inspection:
- AFR will order the final inspection when notified by the Builder/Retailer.
  - The cost of the final inspection and any required reinspection(s) is/are the Builder/Retailer's responsibility
25. Change Orders:
- All change orders shall be submitted to AFR for approval.
  - The cost incurred with the change order will be an expense above and beyond any escrowed construction funds from the loan.
  - Change order expenses must be paid by Borrower directly to Builder/Retailer and will not be included in the escrowed funds for construction.
  - Neither Builder/Retailer, sub-contractor, supplier, nor the Borrower will rely or expect AFR to make payment because of any change order.
26. Loan Closings:
- Will not be scheduled sooner than 2 business days after the AFR Underwriter has approved the loan and issued the "Clear-to-Close"
  - Evidence of an active Builder risk/course of construction policy along with general liability policy are required prior to clearing the loan or closing. Policy will need to cover the Builder/retailer final contract amount for home and improvements. AFR corporate should be listed as loss payee and the policy should be active at time of construction underwrite and valid until Builder/retailer receives final disbursement.
27. Draw Disbursements are based on the percent of completed work at the time of the request. (*see Construction Draw Schedule Disclosure*):
- The Builder/Retailer is limited to one (1) draw every 30 days unless approved by AFR.
  - Draw inspections are requested by the Construction Department upon notification of completion of a phase of work from the Builder/Retailer.
  - "Date Down" Endorsements will be required at each draw funding. This will be ordered by AFR's Construction Department.
  - A draw inspection must be completed by a city inspector, fee inspector, original appraiser or an engineer acceptable to AFR.
  - Draw inspections will certify that each item has been satisfactorily completed according to the funding requirements.
  - Draw request forms are provided to the Builder/Retailer by AFR's Construction Department.

- AFR Draw Request Form must be completed and submitted to AFR’s Construction Department for approval prior to any draw funds disbursement (draw payment).
- Manufactured Home Invoice would be considered a draw and is payable directly to the factory or floor plan lender, pending evidence the home is off line and has the proper insurances in place for transportation to the subject site.
- For any draw requests and inspections exceeding those included in the Administrative Fee (see paragraph 1) an additional fee of \$500.00 will be deducted from each subsequent draw disbursement.

28. Final Stage Funding Draw (final disbursement / final draw) will be payable upon AFR’s receipt and approval of (as applicable):

- all required new construction forms,
- permits,
- Official 911 address, generally provided on letter head from the 911 coordinator, county or local government,
  - fully executed HUD 92544 Warranty of Completion,
  - building permits (required on all site built and modular homes)
  - certificate of occupancy (required on all site built and modular homes)
  - Health Authority Approval Permit if a Well was constructed,
  - Health Authority Approval to Construct Permit for a septic system if one was constructed,
  - Initial compliance inspection/ pre-pour/ footer inspection on HUD form 92541: required on all manufactured, modular and site-built projects. (See # 21& 22 above)
  - Framing inspection is also required on all Site built projects.
  - Final Compliance Inspection including: photos of all exterior sides and interior rooms showing utilities functioning. If manufactured home, photos of HUD tags or on modular homes, photos of Factory Built Unit Certifications “UBC” are required. Inspector to comment if there are any previous homes on site on the final inspections. (See # 21 & 22 above)
- Completion of all necessary loan modification agreements, executed by the Borrower(s) and receipt of the originals, thereof

Final Compliance Inspection			
Loan Program	Appraiser Completes	Compliance Form Needed	Engineer Cert needed if not provided prior to closing
FHA		HUD form 92051 (completed by engineer or ICC, certified RCI, or CI inspector)	Yes
USDA		HUD form 92051 when Manufactured Home (completed by engineer) or 1004D (completed by appraiser)	Yes
VA	Yes	not needed	Yes

- Provide a satisfactory septic inspection by a licensed septic installer or septic company. This should be on letter head signed and dated with installer license number. If you are making repairs to the existing, we will need county/local approval permits.
- Septic systems to be installed in accordance with county guidelines. Need evidence on county or local letter head indicating it meets requirements.
- Local Health Authority well water analysis - Bacterial and chemical test to be completed in accordance with HUD Guidelines. Must be tested from same water sample, brought to facility by a 3rd party and include satisfactory results for all of the following Lead, Nitrate, Nitrite, E. coli and Coliform.
- HUD-NPMA-99-A Subterranean Termite Treatment: Builder/ Retailer’s Certification and Guarantee completed by Retailer indicating type of treatment used (required in most states)
- HUD-NPMA-99-B New Construction Subterranean Termite: Soil Treatment Record completed by Pest Control Company (if soil treatment method was used). Builder/Retailer is responsible for the cost of the termite pre-treatment.

- Builder/Retailer to provide Placement survey on all projects: If well and septic are on site the placement survey must show the following distances: well to property line, well to foundation, well to septic, well to closest point of drain field. Distances will need to meet FHA required Min as you indicated on the plot plan at initial closing.
- Final homeowner's insurance binder Quote from initial closing. Builder/Retailer to have homeowner provide insurance binder once construction is complete and is ready to fund.
- Any other inspections, documents, forms, or Affidavits that AFR may, in its sole discretion, require to be completed.

Additionally:

- Oregon requires all necessary lien waivers and affidavits of completion as well as the Early Issue Title Policy.
- This section is subject to change based on loan type (FHA, VA, USDA).

29. New pool construction is eligible for this program only in: AL, AZ, GA, FL, LA, MS, NM, NV, TX

- The pool contractor is a subcontractor of the General Contractor or the General Contractor is building the pool;
- Must be an in-ground pool, above-ground pools are not permitted;
- Follow all Agency, state and local requirements

30. Survey Requirements

- In States that require surveys, AFR requires an initial and final placement survey.
- In the event the title company requires a final placement survey, AFR will require a placement survey
- In the event the title company does not require a placement survey and does not have an exception within schedule B, AFR will accept a signed placement survey affidavit
- Final placement survey required at completion prior to loan modification (see above bullets). Cost of the final survey is the responsibility of the Builder/Retailer.

#### Construction Draw Schedule Details:

##### Flexibility

- Builder may take 1 draw every thirty (30) calendar days
- The Builder may complete the build tasks listed on their Construction Draw Schedule Disclosure in any order
- Build Tasks from the Draw Schedule are paid on a line item(s) percentage complete basis
- Material only tasks will not be paid until the corresponding labor is complete
- Contractual allowances are not permitted

Prior to commencement of construction, the Borrower and Builder/Retailer acknowledge and agrees to the terms and conditions and associated charges of the Construction-to-Permanent (C-to-P) Loan guidelines contained herein.

Builder/Retailer understands that any variance in compliance with the requirements of this agreement and any of the construction loan agreement can delay AFR's ability to disburse funds. Unless applicable state law prohibits otherwise, compliance with the loan documents is required. Failure to comply may result in additional charges to the Builder/Retailer to bring the construction into compliance with this agreement and the Construction Loan Agreement.

Borrower explicitly agrees and understands that AFR, its agent's, successors and/or assigns, may, in its sole and exclusive judgement, share my non-public personal information with the Builder/Retailer their successors, assigns or agents

**Builder/Retailer Performance Agreement**

I/We, the undersigned, hereby agree that in the event of default by the Borrower(s) under loan documents executed to finance construction of improvements we shall, at “AFR’s” option and direction, continue performance under our agreement with such Borrower(s), provided that we are compensated for all work after said direction by you, your successors and/or assigns or purchaser in accordance with the agreement with the applicant(s).

**Signatures**

Each individual signing this Agreement directly and expressly warrants that he/she has been given and has received and accepted authority to sign and execute the documents on behalf of the Party for whom it is indicated he/she has signed, and further has been expressly given and received and accepted authority to enter into a binding agreement on behalf of such Party with respect to the matters concerned herein and as stated herein. If any party (Builder/Retailer or Borrower) is a corporation, partnership (general or limited), limited liability company or trust, each person signing this Agreement represents that such person is authorized to execute this Agreement without the necessity of obtaining any other signature of any officer, partner, manager, member, trustee or beneficiary, that the execution of this Agreement has been properly authorized by the Board of Directors of the corporation, by the partners of the partnership, the members and/or managers of the limited liability company or the trustee or the trust, as the case may be, and that this Agreement is fully binding on the Dealer/Retailer and all Borrowers.

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Subject Property Address

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Builder/Retailer Company Name

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Builder/Retailer Authorized Signature

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Builder/Retailer Name Printed	Title	Date Signed
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Borrower Signature	Name Printed	Date Signed
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Co-Borrower Signature	Name Printed	Date Signed
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Co-Borrower Signature	Name Printed	Date Signed
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Co-Borrower Signature	Name Printed	Date Signed
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**SCHEDULE A**  
**One-Time Close Administration Fee**  
 (effective for 1<sup>st</sup> Calculation Requests as of 4/1/2022)

Builder/Retailer Cost (Inclusive of land if Builder/Retailer selling land)	OTC Administration Fee
Up to \$200,000	\$9,000
Up to \$300,000	\$14,800
Up to \$400,000	\$18,600
Each additional \$100,000	\$3,800
All projects are assumed to be completed within a 5 month build program. <a href="#">Premier Builders/Retailers</a> assume to be completed within an 8 month build program.	



### AFR Builder References Request

Required: 3 Industry References and 3 Customer References

Please complete and submit completed AFR References Request Sheet directly into the OTC portal.

**Customer References:**

1	Customer Name			
	Street Address			
	Phone Number			
	Type of Construction	Value of Construction		
	Date Worked			
2	Customer Name			
	Street Address			
	Phone Number			
	Type of Construction	Value of Construction		
	Date Worked			
3	Customer Name			
	Street Address			
	Phone Number			
	Type of Construction	Value of Construction		
	Date Worked			

Please note: we are looking for New Home Construction; please do not submit large renovations or commercial construction builds as references.

**Industrial References:** These are suppliers, banks, and sub-contractors who you have previously worked with.

1	Customer Name			
	Street Address			
	Phone Number			
	Type of Service			
2	Customer Name			
	Street Address			
	Phone Number			
	Type of Service			
3	Customer Name			
	Street Address			
	Phone Number			
	Type of Service			

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