



## OTC Builder/Retailer Registration Checklist

**Builder/Retailer must be registered with National Capital Funding, LLC. prior to loan closing.**

**Builder/Retailer:** \_\_\_\_\_

- \_\_\_\_\_ **NCF Builder/Retailer Summary Application:** requires either a live signature or verifiable digital signature, such as DocuSign or similar provider
- \_\_\_\_\_ **NCF Contractor's Performance Agreement:** requires either a live signature or verifiable digital signature, such as DocuSign or similar provider
- \_\_\_\_\_ **Builder's/Retailer's License(s)** (include Contractor, Retailer, Installer, etc., as applicable)
- \_\_\_\_\_ **VA: Confirmation of Registration with VA as a Builder including VA Builder ID #** (if utilizing VA loan program)
- \_\_\_\_\_ **USDA: Lender's Background and Credit Check Authorization Form signed by Builder and Findings of Lender** (if utilizing USDA loan program)
- \_\_\_\_\_ **Certificate of Insurance (Acord 25 Form) for General Liability:** Minimum of \$1,000,000 per occurrence required.
- \_\_\_\_\_ **Certificate of Insurance (Acord 25 Form) for Worker's Compensation** or if you are not required to carry this insurance, provide a signed statement on your company letterhead explaining why.
- \_\_\_\_\_ **Mfg/Modular Home Retailers: Certificate of Insurance for Inland Marine Coverage (e.g., Dealer's Open Lot w/Installation Coverage) naming NCF ISAOA as a Loss Payee.** Otherwise, Builder's Risk/Course of Construction Insurance will be required on each deal.

Note: There are various names and types of policies depending on the insurance company and area of country. The key to keep in mind is that in order for us to fund the factory invoice cost of the home, there must be adequate property insurance(s) in place with no lapse in coverage from the moment we fund the invoice until the Retailer fulfills their contract with borrower(s) and home is ready for occupancy and covered under a standard HOI policy.

**Loss Payee Clause** on this Insurance Policy must read as follows:  
National Capital Funding, LLC.  
Its Successors and/or Assigns  
14550 Torrey Chase Blvd, Ste 465  
Houston, TX 77014

- \_\_\_\_\_ **Note Site-Built Home Builders: Builder's Risk Insurance** will be required on each deal. This can be standalone policy or combined with Borrower's HOI.
- \_\_\_\_\_ **Site-Built Home Builders: Most Recent Two Years of Federal Tax Returns.** At minimum, page 1 of Form 1120, 1120S, 1065, or 1040 & Schedule C.
- \_\_\_\_\_ **Site-Built Home Builders: Year-to-Date Profit & Loss (Income) Statement**
- \_\_\_\_\_ **Site-Built Home Builders: Current Company Balance Sheet or Personal Financial Statement**
- \_\_\_\_\_ **Site-Built Home Builders: Executive Summary providing an overview of experience and history on Company and Principals**

**Please complete and submit all applicable items listed above for Builder/Retailer registration with NCF via e-mail to [registration@ncfunding.net](mailto:registration@ncfunding.net) or via fax to 713.456.2711**

**\*\*Please include the Builder's/Retailer's Company Name in the Subject Line of the email.\*\***

**National Capital Funding, Ltd.  
14550 Torrey Chase Blvd, Ste 465  
Houston, TX 77014-1019  
Phone: 281.537.0073**



# NATIONAL CAPITAL FUNDING, LLC.

## Builder/Retailer Summary Application

PLEASE TYPE OR PRINT CLEARLY. Separate form to be completed for each location to be registered.

### **GENERAL BUSINESS INFORMATION**

Legal Company Name: \_\_\_\_\_ Date Established: \_\_\_\_\_

Primary Contact Person & Title: \_\_\_\_\_

Primary Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Entity:     Sole Proprietorship     LLC     General Partnership     Limited Partnership  
 Corporation     Publicly Traded Corporation     Other: \_\_\_\_\_

Tax ID # (required): \_\_\_\_\_ Contractor/Retailer License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

### **Principal Officers/Owners** (Note: SS# of Officers/Owners not required on Publicly Traded Corporations)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ SS #: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ SS #: \_\_\_\_\_

### **CONSTRUCTION AND/OR SALES HISTORY**

Primary Type of Construction:     Site-Built     Modular     Manufactured

Number of Homes Completed in the Past 5 Years: \_\_\_\_\_ Number of Homes Completed in the Past 12 Months: \_\_\_\_\_

Number of Homes Currently in Process: \_\_\_\_\_ Number of Homes Completed But Not Yet Sold: \_\_\_\_\_

### **GENERAL LIABILITY INSURANCE COVERAGE**

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

### **WORKERS' COMPENSATION COVERAGE**

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

If initialed here, I certify that my company does not carry workers' compensation insurance, because my company does not have any field employees (other than principal owners) and all hired subcontractors of my company are required to carry their own workers' compensation insurance.

**Are you currently involved in any litigation?**     Yes     No    If Yes, please attach explanation.

**BANK & CREDIT REFERENCES** (Checking/Savings, Floorplan Source, Lines of Credit, Interim Construction Loans, etc.)

1. Bank: \_\_\_\_\_ Branch Location: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax/E-mail: \_\_\_\_\_

2. Lending Institution: \_\_\_\_\_ Branch Location: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax/E-mail: \_\_\_\_\_

**TRADE REFERENCES** (Lumber Supplier, Subcontractors, Manufacturer Supplier, Installers, etc.)

1. Company Name: \_\_\_\_\_ Account #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax/E-mail: \_\_\_\_\_

2. Company Name: \_\_\_\_\_ Account #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax/E-mail: \_\_\_\_\_

3. Company Name: \_\_\_\_\_ Account #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax/E-mail: \_\_\_\_\_

The undersigned certifies that all information listed above is true, accurate, and to the best of my knowledge gives a fair and honest record of my building/construction background. Authorization is granted to National Capital Funding, LLC. its successors and/or assigns (herein collectively referred to as NCF) to obtain a credit report and to verify my standing as a builder/retailer using the information represented herein with employees, financial institutions, trade and customer references, and others as it may deem necessary or appropriate in its sole discretion. The verification or reverification of this information may be made at any time by NCF, whether directly or through a credit reporting bureau. Furthermore, it is agreed that this statement shall remain the property of NCF.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Business Name

\_\_\_\_\_  
Date

Before Builder/Retailer registration process can begin, this application must be completed in its entirety and submitted along with the additional requested items from the NCF OTC Builder/Retailer Registration Checklist. National Capital Funding, LLC. may request Builder/Retailer to provide copies of year-to-date or year-end financial statements. Please see the NCF Builder/Retailer Registration Checklist for submittal instructions.

**National Capital Funding, LLC.**  
**14550 Torrey Chase Blvd, Ste 465 | Houston, TX 77014-1019**  
**Phone: 281.537.0073 | [www.ncfunding.net](http://www.ncfunding.net)**

Builder/Retailer Referred to NCF by:

Loan Originator \_\_\_\_\_ Company \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_



# NATIONAL CAPITAL FUNDING, LLC.

## CONTRACTOR'S PERFORMANCE AGREEMENT

Re: Construction of Improvements

Lender: AS NAMED IN CREDIT AGREEMENTS

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

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

\_\_\_\_\_

Federal Tax I.D #: \_\_\_\_\_

Gentlemen:

I/We, the undersigned Builder/Retailer(s), hereby agree that in the event of default by applicant(s) under loan documents executed to finance construction of improvements we shall, at your option and direction, continue performance under our agreement with such applicant(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).

Very truly yours,

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

By: \_\_\_\_\_  
Authorized Signature

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_