



CONTRACTOR QUESTIONNAIRE

Builder: _____ Date Established: _____
Address: _____ Tucson, AZ _____
Phone: _____ Fax: _____ Cellular: _____
Corporation Partnership Individual Sole Proprietorship
Tax ID No. _____ State Contractors License _____
Length of time in business under present name: _____

Principals/Officers:

(Please attach current personal financial statement(s) and resume(s) for all listed below)

Name: _____ Social Security No. _____
Address (Street, City, State, Zip) _____
Phone: () _____ Title: _____

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Address (Street, City, State, Zip) _____
Phone: () _____ Title: _____

Does your company carry Liability Insurance? Yes No
Amount: \$ _____ (please attach declaration page from policy)
Company: _____ Agent: _____

Does your company carry Workman's Compensation? Yes No
Amount: \$ _____ (please attach declaration page from policy)
Company: _____ Agent: _____

Are you currently involved in any litigation?

Yes

No

If yes explain:

The following items should be submitted with the request for construction financing:

BUILDER:

- Provide a copy of your current contractors license
- Name of qualify party on license: _____
- If company is a corporation:
 - Provide a copy of Articles of Incorporation
 - Date of incorporation: _____
 - State of incorporation _____
 - President's name: _____
 - Vice-President's name: _____
 - Secretary's name: _____
 - Treasurer's name: _____
- If company is a sole proprietorship or partnership:
 - Provide a copy of Partnership Agreement
 - Date of organization: _____
 - Names and address of all partners
- List below the subcontractors and suppliers you normally use:

Company	Address	Contact Person	Phone

- List the projects your organization has in process as of this date including the address, number of units, spec or pre-solds.

- List the projects by name and address that your organization has completed in the past two years; provide a phone number for reference purposes.

- List bank references. Please include address, telephone number, and account numbers

Bank name	Address (street, city, state, zip)	Phone	Account Numbers

- **BUILDER/CONTRACTOR**

Please provide copies of the following:

- 2 years business tax returns
- 2 years personal tax returns
- Business year-to-date balance sheet, profit and loss statement
- Current personal financial statements on all principals/partners

PROJECT REQUIREMENTS

Type of Loan: Pre-sold Spec Model A & D

1. Two sets of architectural plans (including plot plan showing location of easement on property) signed by client and contractor
2. Construction specification signed by client and contractor
3. A fixed price construction contract
4. Complete cost breakdown and description of materials signed contractor. A copy is not provided to homebuyer.
5. Private sewer system design approval if not included in building permit
6. Water quality and plumbing capacity test by proper governmental agency; if other than a public water system will be used
7. If property is served by a private road or easement serving more than one lot, a recorded Joint Maintenance Agreement is required
8. If specific in the CC&R's architectural committee approval of plans and specifications is required
9. An original copy of the property appraisal including all projected improvements, completed by a Southern Arizona Community Bank approved appraiser will be required. Other appraisal will be subject to a review by Senior Management or a Southern Arizona Community Bank approved appraiser
10. A hazard insurance policy including course of construction coverage in the amount of the loan commitment is required prior to any funding from the construction loan
11. DO NOT STAKE OR START ANY CONSTRUCTION PRIOR TO RECORDING OF THE CONSTRUCTION LOAN. (Including grading or depositing of dirt on the lot). Any evidence of construction is viewed by the Title Company as BROKEN PRIORITY and will delay your loan closing.

The undersigned certifies the truth and correctness of all statements and answers made herein.

The undersigned hereby authorizes Southern Arizona Community Bank or assigns to check credit, bank references, and business experience and or references.

By: _____
Title: _____

Date: _____