



# NATIONAL CAPITAL FUNDING, LTD.

## General Contractor/Builder Approval Checklist

General Contractor/Builder must be approved by National Capital Funding, Ltd. prior to loan closing.  
Please submit the following items for approval:

Builder: \_\_\_\_\_

\_\_\_\_\_ *General Contractor/Builder Summary Application*

\_\_\_\_\_ *Contractor's Performance Agreement*

\_\_\_\_\_ *Disbursement Instructions*

\_\_\_\_\_ Copy of Contractor's/Retailer's State License

\_\_\_\_\_ Evidence of General Liability Insurance

\_\_\_\_\_ Evidence of Worker's Compensation Insurance or signed statement from Builder/Retailer as to why they are not required to carry it

\_\_\_\_\_ Mfg/Modular Home Retailers: **Evidence of Dealer's Open Lot Insurance Policy** reflecting NCF as a Loss Payee. See clause below.  
Otherwise, a Builder's Risk insurance policy will be required on each deal.

**Loss Payee Clause** on Dealer's Open Lot Insurance Policy must read as follows:  
National Capital Funding, Ltd.  
Its Successors and/or Assigns  
14405 Walters Rd., Ste 350  
Houston, TX 77014

\_\_\_\_\_ Site-Built Home Builders: **Evidence of Builder's Risk Insurance** required on each deal.

*italized* Forms available at [www.ncfunding.net](http://www.ncfunding.net) on the Forms page

*Please submit all items above for NCF Approval of General Contractor/Builder  
via e-mail to [tmcknight@ncfunding.net](mailto:tmcknight@ncfunding.net), via fax to (281) 537-5698, or via mail delivery to*

**National Capital Funding, Ltd.  
14405 Walters Road, Suite 350  
Houston, TX 77014-1390  
Phone: (281) 537-0073**



# NATIONAL CAPITAL FUNDING, LTD.

## General Contractor/Builder Summary Application

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

### GENERAL BUSINESS INFORMATION

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Federal Tax ID #: \_\_\_\_\_ State Contractor/Dealer License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

### Principal Officers/Owners (Note: SS# of Officers/Owners Not Required on Publicly Traded Corporations)

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

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

### CONSTRUCTION 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 (Note: Provide Evidence of Policy Reflecting Coverage Limits)

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### BUILDER'S RISK/OPEN LOT INSURANCE COVERAGE (Note: See NCF GC Approval Checklist for Evidence Requirements)

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Are you affiliated with a Home Buyers Warranty?  Yes  No If Yes, which Warranty Co.? \_\_\_\_\_

**CREDIT REFERENCES** (Lines of Credit, Interim Construction Loans, etc.)

1-Lending Institution: \_\_\_\_\_ Branch Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2-Lending Institution: \_\_\_\_\_ Branch Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**TRADE REFERENCES** (Lumber Supplier, Manufacturer Supplier, Floorplan Source, etc.)

1-Company Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2-Company Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

3-Company Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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, Ltd. its successors and/or assigns to request a credit report and to contact the references listed above regarding my standing as a builder. The verification or reverification of this information may be made at any time by National Capital Funding, Ltd. its successors and/or assigns whether directly or through a credit reporting bureau. Furthermore, it is agreed that this statement shall remain the property of National Capital Funding, Ltd. its successors and/or assigns.

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

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

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

Before builder approval process can begin, this form must be completed in its entirety and submitted along with additional requested items from General Contractor/Builder Approval Checklist. National Capital Funding, Ltd. may request General Contractor/Builder to provide copies of year-to-date or year-end financial statements. Please see NCF General Contractor/Builder Approval Checklist for submittal instructions.

**National Capital Funding, Ltd.**  
14405 Walters Road, Suite 350  
Houston, TX 77014-1390  
Phone: (281) 537-0073 Fax: (281) 537-5698  
[www.ncfunding.net](http://www.ncfunding.net)



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## CONTRACTOR'S PERFORMANCE AGREEMENT

Re: Construction of Improvements

Lender: AS NAMED IN CREDIT AGREEMENTS

General Contractor: \_\_\_\_\_

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

\_\_\_\_\_

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

Gentlemen:

I/We, the undersigned General Contractor(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 at foreclosure sale of said premises in accordance with the agreement with the applicant(s).

Very truly yours,

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

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

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

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



# NATIONAL CAPITAL FUNDING, LTD.

## DISBURSEMENT INSTRUCTIONS

All draws will be disbursed by the title company. These instructions let us know how you want to receive those funds. Please select your preferred method of payment and complete the related section. In most cases, the manufacturer's invoice/payoff will be made payable to the manufacturer or floorplan financing source directly.

**GC/Builder:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### WIRE TRANSFER

Bank Name \_\_\_\_\_

Bank Location \_\_\_\_\_

ABA Number \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number \_\_\_\_\_

Further Credit Account Name \_\_\_\_\_

Further Credit Account Number \_\_\_\_\_

### CHECK

If different from above, please complete the section below:

Recipient Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Recipient Phone Number \_\_\_\_\_

\_\_\_\_\_  
**General Contractor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**