



# Builder Required Documents Checklist

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## **APPROVAL**

To get started, we ask prospective builders to provide additional information prior to approval. You only need to provide this information once - we will keep a record of it so we can continue to do business with you in the future.

### **Required Documentation**

- Builder Profile/Builder Application
- W-9
- Certificate of Workers Compensation
- Certificate of Insurance
- Builders License

### **Self Build**

- Resume/Portfolio
- Letter of explanation with details about what qualifications you possess to build your own home.

## **THE DRAW PROCESS**

### **Draw Request**

Before a draw request can be completed, we ask builders to fill out a W-9 form. This form can be submitted via fax (513) 333 -3852, email, or delivered to our Mortgage Department at 4801 Kennedy Avenue, Cincinnati OH 45209.

A request for a draw should be accompanied by the following:

- Affidavit signed by contractor and notarized on each draw (provided by Cinfed).
- Copy of the draw schedule, if one has not already been provided. Download a sample draw schedule, [here](#).
- Once we have the W-9, draw schedule, and contractor's affidavit (needed for each draw), we will send the following forms to be completed.
  - Draw disbursement authorization (To member)
  - Title update (To title company)
  - Appraisal update with percentage of completion (To appraiser)

Once we have the above 3 items completed, we can release funds as long as the percentage of completion is within a normal range. For example, the percentage of funds disbursed needs to match the percentage of completion. Typically, Cinfed allows vendors 5 business days to complete the above requests. Sometimes it can take longer than 5 days. We strive to meet the 5 day turn around time, and are persistent in communicating with vendors to get this completed quickly.