



Draw Request Process Investor Loan Division Training Guide



CREATING BUILT LOAN PROFILE

Once Loan funds, create the Draw record via Built:

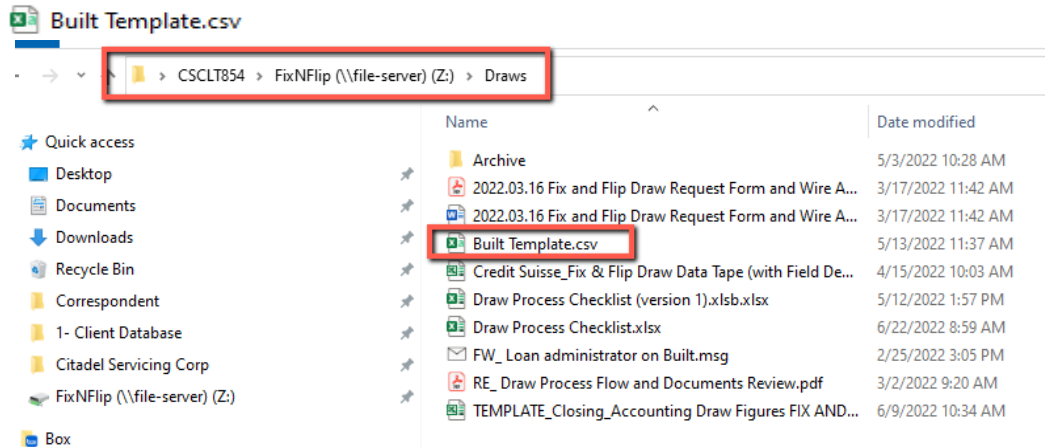
1. Z: Drive - Move Loan file from Fix and Flip folder to Funded. Path as follows:

> CSCLT854 > FixNFlip (\\file-server) (Z:) > Fix and Flip Loans > Funded Loans

2. Z: Drive – Create Draw Folder => Labeled – Loan #_Draw Folder

0023000382_Draw Folder

3. Prepare Budget: Draws => Built Template.csv



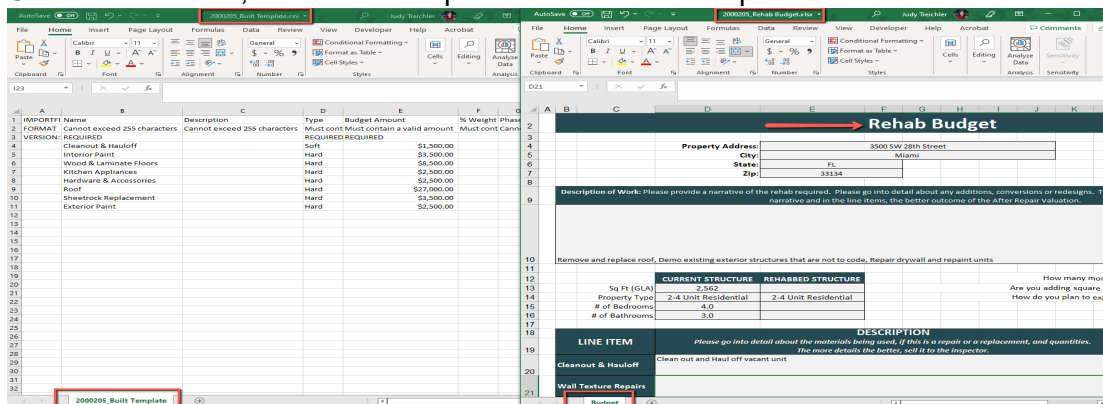
4. Z: Drive =>Fix and Flip Loans => Funded Loan => Rehab Budget

> CSCLT854 > FixNFlip (\\file-server) (Z:) > Fix and Flip Loans > Funded Loans > 0023000347_D&M Holdings 2 LLC

2000205_Rehab Budget.xlsx

Or, Refer to Decipher

5. Copy Rehab Budget into Built Template
Use Paste “value”; Total is not required on the excel template



6. Complete Built Template

Highlight all cells then expand to read – follow instructions required in each (i.e., descriptions - cannot exceed 255 characters)

a. Required columns

- **Column B** => "Name" refer to Item in Built
- **Column D** => "Type"
Manual (only use Hard, Soft – Labor, permits, rendering, and Contingency Reserve)
- **Column E** => "Budget Amount"
Expand and remove/delete any that are blank ("0")
- **Column C** => Descriptions – may need to reword due to character 255 limitations.

| A | B | C | D | E | F | G | H |
|-----------|------------------------------|------------------------------|-----------------------------|-----------------------------------|------------------------------|-----------------------------------|-----------------------------------|
| IMPORT | Name | Description | Type | Budget Amount | % Weight | Phase | % Complete |
| FORMAT | Cannot exceed 255 characters | Cannot exceed 255 characters | Must contain a valid amount | Must contain a valid number 0-100 | Cannot exceed 255 characters | Must contain a valid number 0-100 | Must contain a valid number 0-100 |
| VERSION:1 | REQUIRED | REQUIRED | REQUIRED | REQUIRED | REQUIRED | REQUIRED | REQUIRED |
| | Cleanout & Hauloff | | Soft | \$1,500.00 | | | |
| | Interior Paint | | Hard | \$3,500.00 | | | |
| | Wood & Laminate Floors | | Hard | \$8,500.00 | | | |
| | Kitchen Appliances | | Hard | \$2,500.00 | | | |
| | Hardware & Accessories | | Hard | \$2,500.00 | | | |
| | Roof | | Hard | \$27,000.00 | | | |
| | Sheetrock Replacement | | Hard | \$3,500.00 | | | |
| | Exterior Paint | | Hard | \$2,500.00 | | | |

7. Save Rehab Budget on Built Template to Draw Folder via Z: Drive

Navigation path: << Funded Loans > 0023000347_D&M Holdings 2 LLC > Draw

Search Draw

| Name | Date modified |
|------------------------------------------------------------------|----------------|
| - Your Lowe's Purchase Receipt-06-22_Subflood \$10,984.82.pdf | 6/28/2022 2:05 |
| 2022.03.16 Fix and Flip Draw Request Form and Wire Agreement_... | 7/5/2022 10:01 |
| 0023000347_Built Template.csv | 6/28/2022 2:16 |
| 0023000347_Closing_Accounting Draw Figures FIX AND FLIP 0422... | 7/6/2022 9:58 |
| 0023000347_Draw_Approved Draw Ticket 1.pdf | 7/5/2022 10:08 |
| 0023000347_Draw_Draw 1_inspections.pdf | 7/1/2022 1:18 |
| 0023000347_Draw_Draw Ticket 1.pdf | 7/1/2022 1:24 |
| Built _ Loan _ 1479176 _ Inspections.pdf | 7/7/2022 8:46 |
| Credit Suisse_Fix & Flip Draw Data Tape (0023000347).xls | 7/6/2022 10:01 |
| Draw Request for 2520 Lakeview Dr Sebring_ FL 33870.msg | 6/28/2022 2:05 |
| Dumpster Invoice Republic Services 06-23.pdf | 6/28/2022 2:05 |

Navigation path: << Fix and Flip Loans > Funded Loans > 0023000347_D&M Holdings 2 LLC

Draw

8. Create New Built Loan Profile
9. Upload/Import completed templated to Decipher and Built

Built: New Loan Profile:

1. +Add New
2. Custom Projects tab
3. Residential (Commercial for Multifamily)
4. Input info in all asterisk fields*

Add New Project ×

Project Templates **Custom Projects**

Residential Lot Renovation

Line of Credit Borrowing Base Commercial

Owner Occupied ☒ Yes ☐ No

Cancel Next -->

- a. Borrower Name (Company Info) – Refer to Decipher for Loan information

Decipher

Dashboard Applications Warehouse Internal Property_Information **Staff Pipeline** Clients New Client Business Relationships

Applications

Search:

| Loan Number | Stage | Status | Borrower Name |
|-------------|------------|-------------------|---------------------------------|
| 0023000433 | Processing | Processing Review | 4540 Greenhill |
| 0023000367 | Funding | Funded | Stallion Equity Management, LLC |
| 0023000368 | Funding | Funded | Stallion Equity Management, LLC |
| 0023000363 | Funding | Funded | Stallion Equity Management, LLC |
| 0023000347 | Funding | Funded | D&M Holdings 2 LLC |
| 0023000432 | Processing | Processing Review | 828 Avenue C |
| 0023000431 | Processing | Processing Review | 1827 Tilletson |

| Find Loans All Loans Recent Loans Draft Loans | | | | | | | | |
|--------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------|---------------|-------------|--------------------|--------------------|-------------------------------|--|
| Type: All | Lender: All | People: All | Property: All | Date: All | Loan Details: All | Status: Active | Filter | |
| Type | Loan Number | Property | Lot | Subdivision | Loan Administrator | Borrower | Status | |
| RES | 0023000347 | D&M Holdings 2 LLC 2520 Lakeview Dr, Sebring, FL 33870 | - | - | Betsy Spear | D&M Holdings 2 LLC | Active 06/28/2022 (1 days) | |

Application Detail

Loan Number: 0023000347
Stage/Status: Closing/Closing Review
Guarantor: Enrico Link
Warehouse:

Borrower: D&M Holdings 2 LLC
Purchase Price: \$350,000.00
Current Staff: Joshua Scruggs
Submission Date: Mar 21, 2022 11:25 am

Property Address: 2520 Lakeview Dr Sebring FL 33870
Loan Type:
Experience Level:
LTARV: undefined %
LTARV: undefined %
AIV LTC: undefined %

Amount of Total Loan Request: \$469,000.00
Experience Level:
LTARV: undefined %
LTARV: undefined %
AIV LTC: undefined %

Lender Setup

Branch *
Parent (001)

Loan Administrator *
Betsy Spear

Relationship Manager
Search

Borrower Setup

Borrower Name *
Search existing borrowers
No options

b. Loan Administrator Selection

Select Draw Requests in the drop-down selection.

***Note – “Draw Requests” goes to general mailbox with multiple users for management.**

Lender Setup

Branch *
Parent (001)

Loan Administrator *
Draw Requests

Relationship Manager
Search

c. Borrower Set Up

Reference Decipher for identifying information

Company Information, Phone and Address (Application, Articles of Corp., Draw request form)

- Borrower Name = Company Name
 - Confirm Contact person is the Guarantor
- Important info so that the reimbursement is issued to the Guarantor or the Borrowers directly.

Previous Next Stage

LOAN INFORMATION

Documents List

ENTITY INFORMATION

BORROWER INFORMATION

Guarantor Information

Select Contact
Enrico

Company Information

Company Name D&M Holdings 2 LLC

Company Phone

* office +1 (863) 838-2850

+ Add Phone Number

Company Address

| | |
|---------------------------------------------------------------------|-------------------|
| Country | United States |
| Address 1 | 6018 Carla Circle |
| Note: If an address is unavailable, enter the nearest intersection. | |
| Address 2 | |
| City | Lakeland |
| State | Florida |
| Zip | 33811 |
| County | Polk |

d. Borrower Check

Select Borrower is Builder and Activate Borrower

Borrower Setup

[Edit Details](#) [Change Selection](#)

Borrower Details ISM Development Corp
3366 Hillside Ave, Suite #15, New Hyde Park, NY 11040
(516) 286-1557

Primary Administrator Roseann Duran
montes11427@yahoo.com

Borrower is Builder ☒ Yes, the borrower is acting as the builder

Activate Borrower ☒ Activate the borrower upon loan activation
Active borrowers will receive Built emails and participate in the Built process. Until a borrower is activated, they will not receive any emails from Built pertaining to their account and their loans at your company.

e. Project Details

If Rehab selected, Select "Escrow Holdback".

Project Details

Project Nickname

Angela Marie Collections

Development Type *

Residential - New Construction

Owner-Occupied *

No

Property Type

Single Family

Product Type

Spec

Project Cost & Values

Cost to Construct

Total Project Cost

\$

Appraisal Date

08/16/2022

Appraised Value

\$

200,000.00

Contract Price

\$

0.00

LTV

0.00 %

LTC

0.00 %

Construction Details

Construction Start Date

09/06/2022

Construction End Date

10/01/2023

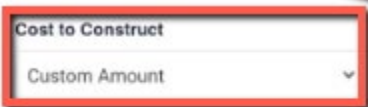

Building Permit Number

Building Permit Issue Date

mm/dd/yyyy

- f. Project Cost & Value
Use Budget Amount for the Custom Amount

Project Cost & Values

Cost to Construct
Custom Amount  

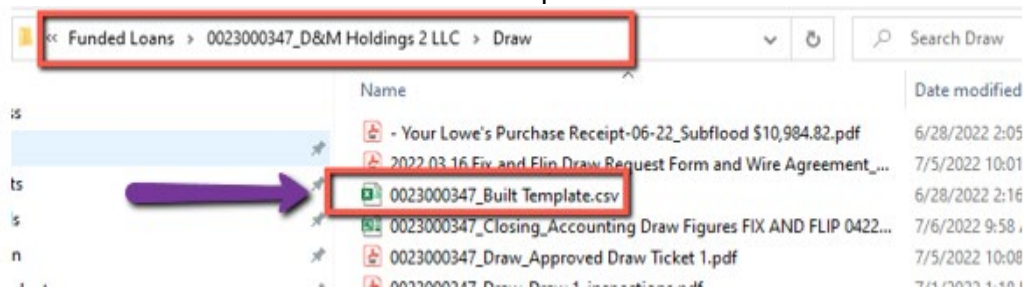
Appraisal Date Appraised Value \$ 0.00

Contract Price \$ 0.00 LTV 0.00 % LTC 0.00 %

- g. Property Location – Check against Decipher and Appraisal for Address

- h. Budget Set Up

- Locate via Z: Drive => Draw Folder or Template in Built



- Drag & drop to section below

Budget Setup




You haven't set up a Project Budget.

[+ Create Budget](#)

- Import – “Success” with Green Check

Import Custom Budget ×

 20 items ready to be imported.

[Choose a different import template](#)

[Cancel](#) [Confirm](#)

- Once import is complete, it can be viewed via Built
- Save changes

<

Total Sources

Total Budget

\$0.00

\$241,869.00

Retainage

Settings

Tools

Templates

<

BUDGET ITEMS


+ Add Group

+ Add Item

| Unrepaid Amount | Closing Draw Amt. | Draw Funded to Date | Remaining to Fund | Default Funds Destination |
|-----------------|-------------------|---------------------|-------------------|---------------------------|
| 0.00 | 0.00 | 0.00 | 15,819.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 5,273.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 10,546.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 12,000.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 12,000.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 9,600.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 24,000.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 8,000.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 4,000.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 3,200.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 12,000.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 15,000.00 | Project Default |
| 0.00 | 0.00 | 0.00 | 24,000.00 | Project Default |
| \$0.00 | \$0.00 | \$0.00 | \$241,869.00 | |

i. Add Funding Sources

- Select in drop down “Loan”



Add Funding Sources

Add the loan and any additional equity sources for this project here.

Loan ▾

+ Add Funding Source

< Total Sources Total Budget

\$0.00 \$241,869.00

Retainage ▾ Settings ▾

BUDGET ITEMS

Type

Item

Original Amount

HARD ▾

Interior Paint

15,819.00

HARD ▾

Exterior Paint

5,273.00

HARD ▾

Carpet & Vinyl Floors

10,546.00

HARD ▾

Countertops & Backs

12,000.00

- Loan Amount = Total Budget Amount
- Closing Date Refer to closing screen in Decipher
- Maturity Date

| | | | |
|--------------------------------------|-------------------------------|-----------------------------------------------------|----------------------------|
| Loan Number: 0023000347 | Borrower: D&M Holdings 2 LLC | Property Address: 2520 Lakeview Dr Sebring FL 33870 | Experience Level: : \$0.00 |
| Stage/Status: Closing/Closing Review | Purchase Price: \$350,000.00 | Loan Type: : \$0.00 | LTAIV: undefined % |
| Guarantor: Enrico Link | Current Staff: Joshua Scruggs | Submission Date: Mar 21, 2022 11:25 am | LTARV: undefined |
| Warehouse: | | | AIV LTC: undefined |

Edit
Saved ✓

Showing 0 to 0 of 0 entries Previous Next

Closing

EXTERNAL LINKS

APPRaisal REVIEW

PROCESSING

VETTING

UNDERWRITING

FUNDING FIGURES

CLOSING

Documents List

DRAW REQUESTS

Confirmed Signing Date

06/08/2022

First Payment Date

08/01/2022

Maturity Date

12/01/2023

Note Date

06/08/2022

Received HUD

Choose Files No file chosen

Uploaded Files:

0023000347_Closing_Approved HUD.pdf

Approved HUD

Choose Files No file chosen

- Create Loan Input
- Confirm
- Activate

Create Loan

Loan Number *
Loan Amount *

✔ Loan Number available.

\$
244,369.00

Interest Rate

0.0 %

Account / GL Number

Cost Center

Additional Reference ID

Close Date *

06/08/2022

Maturity Date *

12/01/2023

Cancel
Confirm

Confirm

Reason for Budget Adjustment


New Loan Record

Cancel

Confirm

> Property Details

▼ Budget Setup

 Edit Budget

Total Funds
\$244,369.00

Total Budget
\$244,369.00

Total Remaining
\$244,369.00

SUMMARY

| | | |
|-------------|---------------------------|---------------------|
| HARD | Hard Costs | \$215,938.00 |
| SOFT | Soft Costs | \$1,000.00 |
| RSRV | Contingency Reserve Costs | \$27,431.00 |
| | | \$244,369.00 |

FUNDING SOURCES

| | | |
|-------------|------------------|---------------------|
| LOAN | Total Loan Funds | \$244,369.00 |
| | | \$244,369.00 |

▼ Lender Setup

Branch *

Parent (001)

Loan Administrator *

Q Betsy Spear X

Relationship Manager

Q Search

PROJECT STATUS

Pending

 Flag Loan

Add project status note... [Update](#)

Activate Loan

Update Project Status

×

Project Status

Active

This status is Active in Built. This means that the project is in a normal state of active construction. Borrowers and Builders are able to request draws and inspections.



- All pending draws will be processed
- All shared files and comments will be made available to outside parties
- Access will be granted to all active Borrowers and Contractors

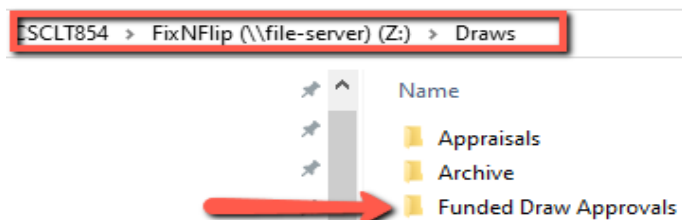
Cancel

Confirm

WELCOME CALL/EMAIL – FUNDED/DRAW

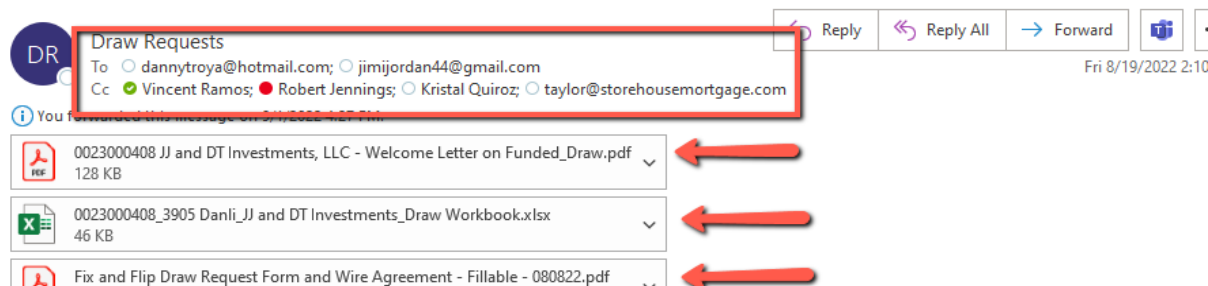
Loan has Funded:

1. Built Profile is created
**Refer to “Creating Built Loan Profile”*
2. Budget Workbook is created and saved via the Z: Drive



3. Prepare Draw Welcome Letter/Email
 - Welcome Letter
 - Draw Request and Wiring Info Form
 - Budget Workbook

Loan #0023000408: JJ and DT Investments, LLC - 3905 Danli Ln



Dear Mr. Jimi Jordan/Danny Troya,

Congratulations your loan has funded!

From the entire team at ACRA, we thank you for giving us the opportunity to close your loan. It's been a privilege to help you reach your home financing goal.

The following is required when you are ready to submit draw requests:

- Submit draw requests to: drawrequests@acralending.com
 - Draw Request process must include the following:
 - Submission of draw request form (see attached)
 - Draw Management Report (excel worksheet attached)
 - Invoices/Paid Receipts-must be numbered corresponding with the item number
- *Note:*
- All invoices submitted must be "paid-in-full". We do not allow a draw on any invoice that has a remaining balance.
 - All items (materials, supplies – windows, doors, etc., appliances) MUST BE installed prior to draw requests.
- Lien Waivers will be required on all HARD Construction Line Items that are \$5000.00 or greater.

We look forward to working with you during the Draw process.

Please do not hesitate to contact the Acra team with any questions.

Thank you for your business.

Regards,

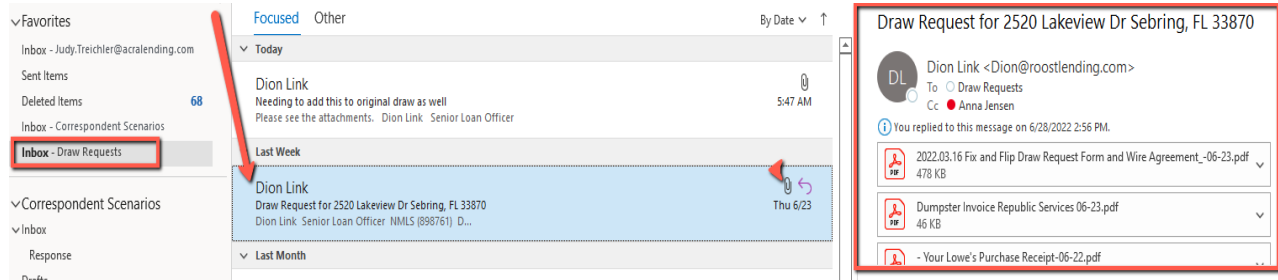
ACRA

PROCESSING DRAW REQUEST

Request for Draw Reimbursement: *Note – Allowable draw requests – 2/month up to 9 total

Email from Borrower and/or through the Draw Request Mailbox => drawrequests@acralending.com

***Note – redirect any individual request to the central mailbox.**



a. Save the following to both Z: drive and Decipher for document references:

- Borrower draw documents provided (i.e., Draw request & wiring form, Invoices, receipts, lien waivers (*Required for work \$5k or greater), permits, etc.).
- Draw Specialist/Asset manager reviews the “draw documents” submitted to ensure the budget line items coincides with draw docs.
- Budget must be reconciled to ensure the following:
 - Invoice/receipt for items/service done, must have a budget line item for inspector.
 - Draw request budget line items must track based on percentage of completion
 - Draw budget line items cannot be in the negative

If any of the above occurs, budget must be reevaluated to reallocated and/or add accordingly completing the “Budget Change Form” and to be reviewed, approved, and signed by the borrower acknowledging the changes.

Budget Change Order Form

| | |
|----------------|----------------|
| Date: | 9/2/2022 |
| Borrower Name: | MFS Investment |
| Loan #: | 0023000306 |
| Revised Date: | 9/6/2022 |

| Line Item # | Description | Original Budget | From | Amount | To | Amount | Revised Budget |
|-------------|-------------|-----------------|---------------|----------------|-----------------|--------------|----------------|
| 1 | Architect | \$ 25,000.00 | 1 - Architect | \$ (19,160.00) | | | \$ 5,840.00 |
| 20 | Roof | \$ - | | | 20 (Add) - Roof | \$ 12,770.00 | \$ 16,540.00 |
| 13 | Fencing | \$ 7,000.00 | | | 13 - Fencing | \$ 1,450.00 | \$ 8,450.00 |
| | | | | | 18 - Closets | \$ 4,940.00 | |
| | | | | | | \$ 19,160.00 | |

- Once draw request budget has been reconciled, submit “Inspection Request” (*as applicable – soft costs draws do not apply) and schedule inspection.

REQUEST FOR INSPECTION

1. Find Loan
2. Create Draw
3. Label – Draw Name = Draw Number (1, 2, 3, etc.)
4. Transfer Date => Set at 1 week out to allow time for inspection to be scheduled and completed

Construction Budget
\$57,600.00

Construction Funded
\$0.00

Remaining to Fund
\$57,600.00

Create Draw

Draw Type *
First

Draw Number *
1

Draw Name
Draw 1

Request Date
07/19/2022
The date this draw was requested or created.

Transfer Date
07/26/2022
Indicate the date this draw was or will be transferred.

Cancel Continue to Draw

5. Enter draw request to the budget

Budget

DRAW AMOUNT \$4,542.00

BUDGET ITEMS

| Type | Item | Available | Draw Request Amt. | Remaining if Approved |
|------|--------------------------------|------------|-------------------|-----------------------|
| HARD | refinish wood floors | 10,000.00 | 0.00 | 10,000.00 |
| HARD | New interior doors | 10,000.00 | 0.00 | 10,000.00 |
| HARD | interior and exterior painting | 25,000.00 | 0.00 | 25,000.00 |
| HARD | Fencing | 0.00 | 0.00 | 7,000.00 |
| HARD | Pavers and Driveway | 10,000.00 | 0.00 | 10,000.00 |
| HARD | Electric Shades | 30,000.00 | 0.00 | 30,000.00 |
| HARD | HVAC | 5,000.00 | 0.00 | 5,000.00 |
| HARD | New Flooring where no wood | 1,525.00 | 0.00 | 1,525.00 |
| HARD | Closets | -4,940.00 | 0.00 | -4,940.00 |
| HARD | Landscaping | 15,000.00 | 4,542.00 | 10,458.00 |
| | 19 total items | 303,362.00 | 4,542.00 | 315,820.00 |

Garden Support Inc

Proposal

| | | | |
|-----------------------------|-----------------------------------|--------------|-------------------|
| 60 | Podocarpus 7 gallons 3 1/2 height | \$30.00 each | \$1,800.00 |
| 12 | Yards of gravel | | \$1,300.00 |
| 2 | Italian Cypress 10' height | | \$ 900.00 |
| 14 | Serissas | \$ 8.00 each | \$ 112.00 |
| 8 | Earth Orchid | \$20.00 each | \$ 160.00 |
| 30 | Pieces of installed grass | | \$ 70.00 |
| 1 | Installed timer | | \$ 200.00 |
| Labor and delivery included | | | Total \$ 4,542.00 |

6. Select Auto Balance

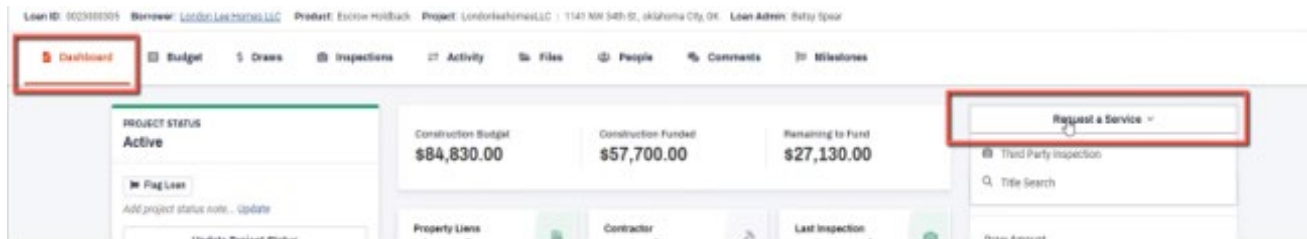
The screenshot shows the 'Draw #1' form with the 'Auto-Balance' dropdown menu open. The menu options are 'Auto-Balance', 'Cancel', and 'Save'. The 'Auto-Balance' option is highlighted with a red arrow. The form also shows the 'Draw Amount' as \$0.00, the 'Request Date' as Jul 19, 2022, and the 'Draw Status' as 'IN APPROVAL'.

| Type | Item | Original Amount | Adj. to Date | Current Adjustment | Current Amount | Const. Released % | Draw Funded to Date | Remaining to Fund | Available | Draw Request Amt. | Remain |
|----------------|--------------------------------|-----------------|--------------|--------------------|----------------|-------------------|---------------------|-------------------|-----------|-------------------|--------|
| HARD | Interior - Tiling | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 (0%) | 0.00 (0%) | 5,000.00 | 0.00 | 0.00 | |
| HARD | Interior - Kitchen | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 0.00 (0%) | 0.00 (0%) | 12,000.00 | 0.00 | 0.00 | |
| HARD | Interior - Appliances | 4,600.00 | 0.00 | 0.00 | 4,600.00 | 0.00 (0%) | 0.00 (0%) | 4,600.00 | 0.00 | 0.00 | |
| HARD | Interior - Bathroom | 5,500.00 | 0.00 | 0.00 | 5,500.00 | 0.00 (0%) | 0.00 (0%) | 5,500.00 | 0.00 | 0.00 | |
| HARD | Interior - Bathroom | 5,500.00 | 0.00 | 0.00 | 5,500.00 | 0.00 (0%) | 0.00 (0%) | 5,500.00 | 0.00 | 0.00 | |
| HARD | Interior - Framing | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 0.00 (0%) | 0.00 (0%) | 3,500.00 | 0.00 | 0.00 | |
| HARD | Interior - Doors & Trim | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 (0%) | 0.00 (0%) | 2,000.00 | 0.00 | 0.00 | |
| HARD | Interior - | 8,000.00 | 0.00 | 0.00 | 8,000.00 | 0.00 (0%) | 0.00 (0%) | 8,000.00 | 0.00 | 0.00 | |
| HARD | Mechanicals - HVAC | 1,500.00 | 0.00 | 0.00 | 1,500.00 | 0.00 (0%) | 0.00 (0%) | 1,500.00 | 0.00 | 0.00 | |
| HARD | Mechanicals - Electrical | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 (0%) | 0.00 (0%) | 3,000.00 | 0.00 | 0.00 | |
| SOFT | Other - Demolition & Dumpsters | 2,400.00 | 0.00 | 0.00 | 2,400.00 | -- | 0.00 (0%) | 2,400.00 | 2,400.00 | 0.00 | |
| 12 total items | | 60,000.00 | 0.00 | 0.00 | 60,000.00 | 0.00 (0%) | 0.00 (0%) | 60,000.00 | 2,400.00 | 0.00 | |

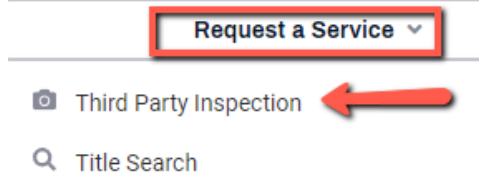
7. Select Funding & Transaction
8. Funding & Transactions recalculated results (successfully)
9. Save

The first screenshot shows the 'Funding & Transactions' dropdown menu open, with the 'Funding & Transactions' option highlighted. The second screenshot shows a green success message box with a checkmark icon and the text 'Funding & Transactions recalculated successfully'.

10. Complete the Inspection Request
 - Search for loan => "Staff Pipeline"
 - Go to Dashboard

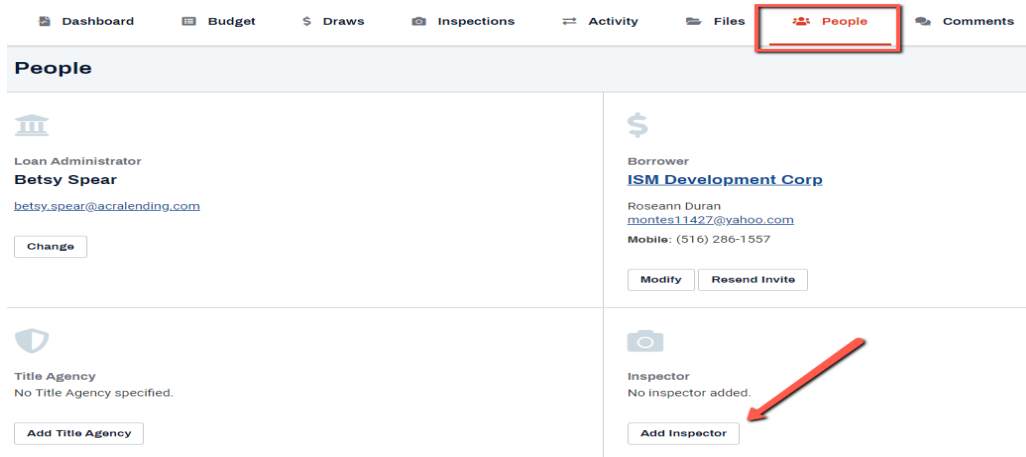


- Request a Service
- Select Third Party Inspection

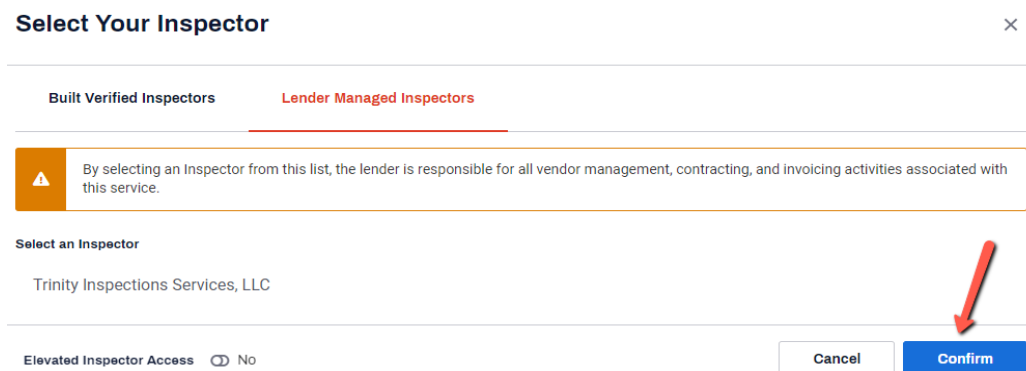


For Trinity Inspection requests, include the following steps:

- In Built, "People" tab – Add Inspector



- Select Inspector:
 - Select Your Inspector
 - Lender Managed Inspectors
 - Elevated Inspector Access => "Yes"
 - Confirm



Inspection Request

11061 Swaffar Dr Dallas, TX 75228 | Trinity Inspections Services, LLC



Site Contact *

Matthew Schwab (borrower)

mschwab@schwab-industries.com

(214) 557-1467



☒ Notify site contact of inspection date ⓘ

Preferred Inspection Date *

☒ As soon as possible
Scheduled for next available business day: Aug 09, 2022

☐ Select a date
Request the inspection for a specific date

Lockbox/Gate Code

ex. ABC123

Note to Inspector

Be sure to look around back...

Share Files with Inspector

[Add Attachment](#)

Inspection Type

☒ Standard
☐ Final Inspection




Cancel



Submit Request



INSPECTION REVIEW PROCESS & UW APPROVAL




Once Inspection is completed, refer to the following steps for Asset Manager review and approval:

1. Find Loan in Built and click to open









Find Loans

All Loans

Recent Loans

Draft Loans

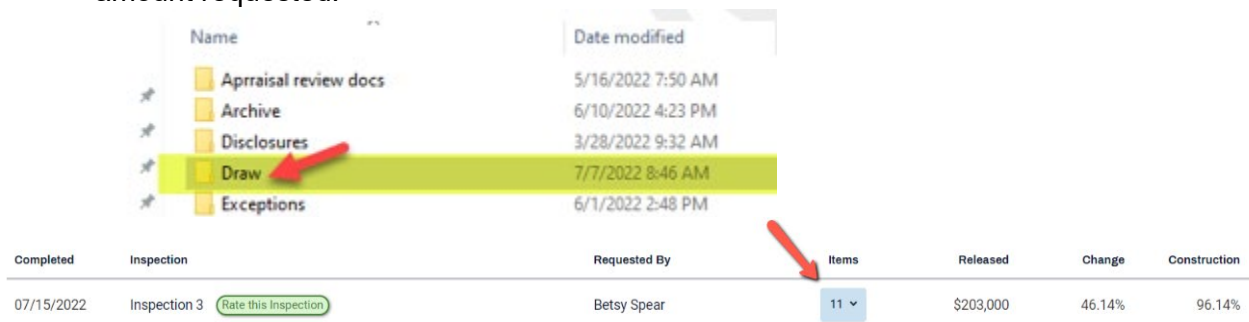
| Type | Loan Number | Property |
|------|--------------------------------------------|--------------------------------------------------------------------|
| REN | 2000205 Escrow Holdback | 3500 SW 28th St, Miami, FL 33133, United States |
| RES | 0023000347 | D&M Holdings 2 LLC 2520 Lakeview Dr, Sebring, FL 33870 |
| REN | 0023000289 Escrow Holdback | 2045 Clague Rd, Westlake, OH 44145, United States |
| REN | 0023000348 Escrow Holdback | 938 Ferdinand Ave 938 Ferdinand Ave, Lake Forest, CA 60130 |
| REN | 0023000308 Escrow Holdback | 99 Robertson St. LLC 99 Robertson St., Nashville, TN 37210 |
| REN | 0023000306 Escrow Holdback | MFS Investments LLC 2806 Columbus Blvd., Coral Gables, FL 33134 |

2. Click on “Completed Inspections” tab to open



| # | Status | Completed | Type | Requested By | Items | Released | Change | Construction | |
|---|-----------|--------------|--------|--------------|-------|--------------|--------|--------------|------------------------------|
| 3 | Completed | Jul 15, 2022 | Onsite | Betsy Spear | 11 | \$203,000.00 | 46.14% | 96.14% | View Details |
| 2 | Completed | Jun 22, 2022 | Onsite | Betsy Spear | 5 | \$154,500.00 | 35.11% | 50.00% | |

3. Go to inspections - Print inspection & save as PDF (save to Z: Drive – Draw Folder & Decipher).
File naming convention: 0023000347_Draw_Draw 1_Inspections.pdf
 - Reconcile inspected line items for current percentage completed aligns with budget draw amount requested.



| Completed | Inspection | Requested By | Items | Released | Change | Construction |
|------------|---------------------------------------------------|--------------|-------|-----------|--------|--------------|
| 07/15/2022 | Inspection 3 Rate this Inspection | Betsy Spear | 11 | \$203,000 | 46.14% | 96.14% |

| Completed | Inspection | Requested By | Items | Released | Change | Construction |
|------------|---------------------------------------------------|--------------|-------|-----------|--------|--------------|
| 07/15/2022 | Inspection 3 Rate this Inspection | Betsy Spear | 11 | \$203,000 | 46.14% | 96.14% |

| ITEM | PREVIOUS | ± CHANGE | CURRENT |
|---------------------------------------|----------|----------|---------|
| New Kitchen Cabinet and appliances | 50% | 50% | 100% |
| New Impact windows and exterior doors | 0% | 80% | 80% |
| refinish wood floors | 0% | 100% | 100% |
| New interior doors | 0% | 100% | 100% |
| interior and exterior painting | 0% | 100% | 100% |
| Pavers and Driveway | 0% | 100% | 100% |
| Electric Shades | 0% | 100% | 100% |
| HVAC | 0% | 100% | 100% |
| New Flooring where no wood | 0% | 100% | 100% |
| Closets | 0% | 100% | 100% |

Options

[Print Inspection Report](#)

Photos [Click to view full size](#)

Inspection Report



| | | | |
|-------------------------|------------------------------------------------------------|-----------------------------|-------------------------------------|
| Borrower | MFS Investments LLC | Inspection Date | 07/15/2022 |
| Loan Number | 0023000306 | Inspector | CLI - Construction Loan Inspections |
| Property Address | 2806 Columbus Blvd., Coral Gables, FL 33134, United States | Funds Released | \$203,000 |
| Lot | -- | Property Coordinates | -- , -- |
| % Change | 46% | | |

INSPECTION ITEMS (11)

| ITEM | PREVIOUS | ± CHANGE | CURRENT |
|---------------------------------------|----------|----------|---------|
| New Kitchen Cabinet and appliances | 50% | 50.00% | 100% |
| New Impact windows and exterior doors | 0% | 80.00% | 80% |
| refinish wood floors | 0% | 100.00% | 100% |
| New interior doors | 0% | 100.00% | 100% |
| interior and exterior painting | 0% | 100.00% | 100% |
| Pavers and Driveway | 0% | 100.00% | 100% |

4. Click on Manage Draw Tab to open

Loan ID: 0023000306 Borrower: MFS Investments LLC Product: Escrow Holdback Project: MFS Investments LLC | 2806 Columbus Blvd., Coral Gables, FL Loan Admin: Betsy Spear

[Dashboard](#) [Budget](#) [Draws](#) [Inspections](#) [Activity](#) [Files](#) [People](#) [Comments](#) [Milestones](#)

PROJECT STATUS
Active

[Flag Loan](#)

Add project status note... [Update](#)

[Update Project Status](#)

Construction Budget
\$440,000.00

Construction Funded
\$128,556.87

Remaining to Fund
\$311,443.13

Draw Request

Draw Amount
\$55,251.91

Draw Availability \$276,453.13

Requested by Nick Lemieux

Requested on Sep 1, 2022

[Manage Draw](#)

Project Tracker

Loan Maturity 44% Construction Funding 29% Construction Progress 96%

Project Details

Estimated Construction End Date
Apr 1, 2023

Project Nickname
MFS Investments LLC

Development Type
Residential - Renovation

Property Type
Single Family

Product Type
Remodel

Address
2806 Columbus Blvd.
Coral Gables, FL 33134

Subdivision

Project Summary

Expected Construction Completion 44%

Last Draw Funded

Draw Amount
\$8,918.87

Inspections

Requested For
Sep 02, 2022

Requested on Sep 01, 2022

Title Search

No searches completed

[DRAW CHECKLIST](#)

| | | | | |
|----------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------|-----------------------------------------------------|
| Draw Amount \$55,251.91 <small>Originally \$55,251.91</small> | Request Date Sep 1, 2022 <small>7 days ago</small> | Transfer Date Sep 8, 2022 <small>Today</small> | Draw Status IN APPROVAL | Approve Draw Ticket |
|----------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------|-----------------------------------------------------|

- Print Ticket as PDF (save to Z: Drive – Draw Folder & Decipher).
File naming convention: 0023000347_Draw_Draw Ticket 1_inspections.pdf

Draw Ticket

As of Sep 1, 2022 4:16 pm

Acra Lending • Parent • 001

| | | | |
|--------------------|--------------------|-----------------------------------|-------------|
| DETAILS | | TOTAL DRAW AMOUNT | |
| Draw Status | IN APPROVAL | \$55,251.91 | |
| Draw Number | Draw #5 - Draw #5 | Originally \$55,251.91 | |
| Request Date | Sep 1, 2022 | | |
| Draw Transfer Date | -- | | |
| Project Nickname | | Disbursement Amount | \$55,251.91 |
| Project/Loan ID | | STATUS OF BUDGET AND FUNDS | |
| Loan Maturity Date | | | |

- Email Asset Manager requesting Loan Draw review and Approval
 - Make sure draw amount matches throughout (Budget, Draw ticket)
 - Supporting documents uploaded to Decipher
- All documents must be uploaded via Decipher/Built – to include but limited to the following:
 - Inspection Report
 - Draw Ticket
 - Draw Request Form
 - Wiring Instructions
 - Budget
 - Receipts/Invoices (Paid in Full)
 - Permits
 - Lien Waivers
- Once Asset Manager approves Draw, Asset Manager to click on “Approved” via the Manage Draw tab.

| | | | | |
|----------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------|-----------------------------------------------------|
| Draw Amount \$55,251.91 <small>Originally \$55,251.91</small> | Request Date Sep 1, 2022 <small>7 days ago</small> | Transfer Date Sep 8, 2022 <small>Today</small> | Draw Status IN APPROVAL | Approve Draw Ticket |
|----------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------|-----------------------------------------------------|

- Submit Wire request with Funding Manager to include:
 - Tollgate Approval
 - Wiring instructions confirmed with Borrower
 - Manager to send wire request to Credit Suisse to include funding tape
 - Process Transfer Approved Draw by moving to “Process Transfer”

| Draws | | | | | | | |
|-------|-------------|----------------------|--------------|-------------|-----------|----------------|------------------|
| Draw | Status | Request Date | Requested By | Draw Amount | Approvals | Draw Checklist | Actions |
| 3 | APPROVED | 07/11/2022 8 days | Betsy Spear | \$23,895.00 | 1/1 | -- | Process Transfer |
| 2 | TRANSFERRED | 06/07/2022 | Betsy Spear | \$65,143.00 | -- | -- | View Draw |
| 1 | TRANSFERRED | 04/20/2022 | Betsy Spear | \$30,600.00 | -- | -- | View Draw |