



OLYMPIA MORTGAGE & INVESTMENT COMPANY, INC.

Guidelines for Submitting a Construction Draw Request

- ◇ FAX the request (530) 272-9800 or deliver to our office
- ◇ E-mail your requests to elizabeth@omici.com
- ◇ **We prefer to make payments direct to the vendors; however, on occasion, we will reimburse you with copies of paid receipts. We will also make checks payable to vendors based on bids.**

Please include the following:

- ◇ Loan # and Borrower Name
- ◇ Property address
- ◇ **Legible** summary of the draw (including a grand total) which lists:
 - To whom each check is to be made payable
 - Amount of each check
 - Summary of what each check is for (i.e. lumber, concrete, plumbing, etc.)
- ◇ Please also include the **budget item number** from the updated budget form
- ◇ **Copies of invoices/receipts supporting the draw request**
- ◇ Phone number you can be reached at in case there are any questions concerning the request.
- ◇ Indicate how the checks are to be delivered:
 - Mailed – for checks to be mailed include the address of where to be mailed
 - Pick-up – indicate if we are to call when the checks are ready and indicate phone number where you can be reached
- ◇ **ALL draw/staged funding requests must be signed.**
- ◇ **Please allow a minimum of 48-hours turn around time from the time fax/e-mail is received!**

**DRAW REQUEST INQUIRY HOURS – 9:00 AM – 4:00 PM Mon. through Thurs.
9:00 AM – 12:00 PM Fri.
Ask for Elizabeth Whitman, ext. 206**

STAGED FUNDING – We need 10-15 business days advance notice for Additional Funding on Construction Loans.

(Interest payments are based on funds that are available, not on what has been withdrawn)

1740 E. Main St. A102, Grass Valley, CA 95945

phone	(530) 272-3030
fax	(530) 272-9800
web	www.omici.com

BRE #01325631