



## Guidelines for Submitting a Construction Draw Request

- ◇ FAX the request (530) 272-5875 or deliver to our office
- ◇ E-mail your requests to charlie@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 PM – 5:00 PM Mon. & Fri.  
8:00 AM – 3:00PM Tues., Wed & Thur.  
Ask for Charlie Ramirez

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(Interest payments are based on funds that are available, not on what has been withdrawn)

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web	www.omici.com