



EXAMPLE

435 Sutton Way
 Grass Valley, CA 95945
 (530) 272-3030
 (530) 272-5875 - Fax

Construction Draw Request Form

Date: 11/28/2007

Loan # **1234** Borrowers Name: **John Doe**
 Contact Phone# **(530) 123-4567**
 E-mail Address: **johndoe@123.com**
 Mailing Address: **1234 So Named St., City, State, Zip**
 Property Address: **55555 Somewhere Rd. , City, State**
 Cross Street: **Anywhere Drive**
 Special Access Needs:(ie: locked gate code, guard dog,etc...)

Please provide a description and attach supporting invoices(s) and documentation.
 Include mailing address of payee/vendor if payment(s) are to be mailed.

	Payable to (vendor or borrower)	Mail to (vendor or borrower)	Pick up by (vendor or borrower)	Vendor Name	Budget #	Amount
1	Vendor		Borrower	Caseywood (Balance on Lumber)	401	\$1,534.00
2	Vendor		Vendor	Anderson Window Co. (Deposit on Windows)	602	\$4,300.00
3	Vendor	Vendor		Byers Roofing (material & Labor)	605	\$15,000.00
4	Vendor		Borrower	Johnston Construction (framing Labor)	402	\$25,000.00
5	Borrower		Borrower	John Electrical (rough electrical reimbursement)	502	\$6,351.07
6						
7						
8						
9						
10						
11						
12						
Grand Total						\$52,185.07

Call when ready: Contact: John or Jane Doe 530-123-4567

- *Note: A 48 HOUR turn around time for all draws is required-NO EXCEPTIONS!
- *Note: On Staged Funded Loans - We need 10 to 15 Business Days for Additional Funding!
- *Note: We will not accept draws for less than \$1,500.
- *Note: We must have supporting invoices and Budget number.

John L. Doe 11/28/2007
 Borrower Signature Date

STAGED FUNDING REQUEST
 AMOUNT REQUESTED:

Amount Remaining To Fund: _____

****Draws and Stage Funding will NOT be processed without a Signature**

Staged Funding Date: _____
