



VA Rehab- Contractor Acceptance Packet

To be accepted as a suitable contractor for Renovation mortgage projects with Norcom Mortgage, the following items must be provided in their entirety. Norcom will review public record and contract trade and a consumer references as part of our review.

Borrower Name: _____

Subject Property Address: _____

Contractor Business Name: _____

Contractor's Profile

- Contractor Resume- complete all spaces & sign/date
- Valid Contractor License
- Liability Insurance Certificate-Borrower/client listed as insured
- Rehabilitation Loan Permit Certificate
- VA Rehab/Contractor Acknowledgement
 - Amount Listed Must match amount on bid
 - Complete all highlighted area (yellow=borrower, orange=Contractor)
- W9 Form
- Bid on Contractor's Letterhead Detailing scope of work itemized into separate material and labor costs. Bid must be signed/dated by both contractor and borrower/client.

Contractor's Resume

Legal Business Name:
Street:
City/State/Zip:
Email Address:
Tax ID#:
Phone:
Fax:

Form of Business:
<input type="checkbox"/> Corporation
<input type="checkbox"/> Sole Proprietorship
<input type="checkbox"/> Joint Venture
<input type="checkbox"/> Partnership
<input type="checkbox"/> Limited Liability
<input type="checkbox"/> Other

Principals:

Name:	Title:
Street Address:	Phone:
City/State/Zip:	Social Security Number:

Name:	Title:
Street Address:	Phone:
City/State/Zip:	Social Security Number:

Business History

Date of Business:

Type of Ventures:	
<input type="checkbox"/> General Contracting	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Heating	<input type="checkbox"/> Trade Contracting
<input type="checkbox"/> Other	<input type="checkbox"/> Electrical

Licenses (Attach copies of Required Licenses)

Number	Type	Expiration Date	Municipality

Customer References (List individuals Norcom may Contact/Typically custom jobs completed)

Name	Address	Phone

Major Suppliers **Date Opened** **Highest Balance** **Phone**

Concrete:		\$	
Lumber:		\$	
Windows:		\$	
Cabinets:		\$	
Flooring:		\$	
Other:		\$	

Please answer all questions:

Are any of the applicants taxes past due: Yes _____ No _____

Does applicant guarantee any loan(s): Yes _____ No _____

Are any of the applicants loans and/or notes that are payable, past due: Yes _____ No _____

Do any of the applicant's assets secure any loan(s): Yes _____ No _____

Has the applicant been bankrupt: Yes _____ No _____

Are there any judgments outstanding or legal action pending against applicant: Yes _____ No _____

If answer to any of the above statements are "Yes", please explain below:

INFORMATION: All information given in this document is true, correct and complete as of the date of this document. I/We authorize you to verify any information given. In addition, I/We authorize you to obtain any information you feel is necessary or in connection with any review, update extension or renewal in maintaining an approved status with Norcom. Finally, I/We authorize you to give information about me (us) and your credit experience to me/us to others.

KEEPING RESUME: I /WE agree that you may keep this resume for your file.

Contractor Signature

Date

Rehabilitation Loan Permit Certification

(To be completed by the local Municipality, Contractor or HUD Consultant)

Loan #: _____

Applicant(s): _____

Property: _____

Rehab Type:

Full 203K
 Streamline 203K
 Homestyle
 VA Rehab

Municipality Type:

County
 Town
 City
 Village
 Other

*If other-explain _____

Name of Municipality: _____ **Phone:** _____

PURCHASE: Borrower does not own subject property yet, but must validate, prior to closing, with local municipality (count/city/town/village, etc.) which permits (if any) will be required for all work items listed in their 203k plan.

REFINANCE: Borrower(s) must provide written evidence, prior to closing, from local municipality (county/city/town/village, etc.) that they have applied for (and when possible, been granted permits for all work items listed in their 203k plan which require permits.

ATTENTION: BUILDING DEPARTMENT/INSPECTOR:

The property listed above is subject to renovations. Lending guidelines required that all necessary permits and inspections be obtained from local municipality authorities. Please review the attached plans & specifications to determine if any permits are required for the outlined work. ***Please indicate below which permits/inspections will be required, or if already issued.***

Contractor Name	Anticipated Work (Description)	Approx. Cost

MUNICIPALITY TO COMPETE

PERMIT TYPE	PERMIT REQUIRED	INSPECTION REQUIRED	COST OF EACH (IF ANY)
GENERAL BLDG PERMIT	Yes or No	Yes or No	\$
HVAC	Yes or No	Yes or No	\$
ROOFING	Yes or No	Yes or No	\$
ELECTRICAL	Yes or No	Yes or No	\$
PLUMBING	Yes or No	Yes or No	\$
OTHER	Yes or No	Yes or No	\$
NO PERMITS REQUIRED	Yes or No	Yes or No	\$

Borrower Signature: _____ **Date:** _____

203K Consultant Signature: _____ **Date:** _____

HUD ID# _____

-OR-

Building Inspected Signature: _____ **Date:** _____

-OR-

Contractor Signature: _____ **Date:** _____

VA Rehab Contractor Acknowledgement

Disbursements will be made according to the following payment schedule as determined by NORCOM. All contractor disbursements will be released as a two-party check payable to the borrower & contractor. The borrower will have to endorse the check before giving it to the contractor for deposit. No funds will be disbursed until permits are in place. All draw request should be sent via email to: Trish.martin@norcom-usa.com

- ***There are no “up front funds” available to contractor***

There is a maximum of 2 “Draw Request” per contractor. The contractor will sign the initial “Draw Release Request” and 50% of proposed repairs will be disbursed at closing. The final disbursement will be given when inspection has been done & work has been satisfactorily completed.

- ***Work MUST be completed with 90 days,***
- ***No extension are allowed including unforeseen weather conditions.***

Draw requests will be released after the Renovation Lending Division receives the following fully executed documents:

- Draw Request & Inspection Photos
- Contractor’s Conditional Lien Waiver
- Clear Title Update
- Mortgagor’s Letter of Completion (required at the final draw)
- Final Permit Inspection (Required only at final draw)

Contingency funds are reserved for unexpected costs associated with the original scope of work. They may also be used for any unforeseen repairs needed to ensure a safe and habitable home. Once all contingency funds are exhausted, any cost overruns are the responsibility of the homeowner. If there are any remaining contingency funds at completion, the funds may be used to make additional improvements with prior approval from the lender otherwise, the balance will be applied to the mortgage principal.

Contractor’s Signature

Date

Borrower’s Signature

Date

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give Form to the
requester. Do not
send to the IRS.**

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
2 Business name/disregarded entity name, if different from above
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
<input type="checkbox"/> Other (see instructions) ▶ _____
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.
Requester's name and address (optional)
6 City, state, and ZIP code
7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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or								
Employer identification number								
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.