

**Project Review, Contract Review and Construction Phase  
Administration Review  
(Prior to Holdback Disbursement)**

**A) PROJECT REVIEW**

1. Review loan package with officer (appraisal and phasing/start requirements)
2. Review site survey ALTA and reconcile with title commitment (check recorded CCR's and master association with articles and by-laws)
3. Review all plans for development, construction, Landscape
4. Review construction specifications
5. Review geo-technical/soils report
6. Review environmental survey/site assessment phase I
7. Review Real Estate Commission Public Report requirements
8. Review environmental impact statements and mitigation measures
9. Review traffic report
10. Review drainage report
11. Review final signed subdivision map
12. Review construction schedule
13. Review architectural certification
14. Review structural certification and additional opinion
15. Review civil certification and status of utility service drawings
16. Review Landscape certification and irrigation
17. Review mechanical engineer certification
18. Review plumbing engineer certification
19. Review electrical engineer certification
20. Review additional consultant qualifications
21. Review utility will-serve letters

**B) CONTRACT REVIEW**

1. Owner/Architect check errors and omissions insurance
2. Owner/Prime Contractor-general conditions and supplemental conditions
3. Contractor statement of qualifications, Bonding capacity, current license and limit
4. General Liability Insurance, Builder's Risk, Worker's Compensation
5. Performance and labor Bond if required
6. Schedule of values, list and explanation of allowances and reconcile with consultant cost analysis
7. Bid proposals, letters of intent, subcontract agreements

**C) CONSTRUCTION PHASE**

1. Project control; tri-party agreements with lender's inspectors and engineers
2. Draw disbursement cash flow (chart) for schedule of values
3. Progress photos requirement (with each draw)
4. Builder control of disbursements; draw request meetings (reconciliation of inspections, work in place, original invoices and required back-up for draw request)
5. Title endorsements; foundation and draw date-downs