



203(k) DRAW DISBURSEMENT REQUEST CHECKLIST

Date: _____ Client Name: _____

Client Contact: _____ Phone #: _____

PHL Loan #: _____ Client Loan #: _____

Borrower Name: _____

Property Address: _____

- Standard 203(k) Initial Draw/Change Order Disbursement**
- Standard 203(k) Interim Draw/Change Order Disbursement**
- Limited 203(k) Interim Draw/Change Order Disbursement**
- 203(k) Final Draw/Change Order Disbursement**

- Permit(s)
- Fully executed Draw Request Form - HUD-9746-A
- Fully executed Lien Waiver and Release
- Title Update/Bringdown
- Inspection Results with photos
 - Standard 203(k) loan, provided by HUD Consultant
 - Limited 203(k) loan, 1004D – Appraiser
- Invoices (if applicable)
 - Contractor:
 - HUD Consultants:
 - Title Company:
 - Inspection:
- Accounting Ledger Sheet 203(k) & Reconciliation
- Verification of Delivery Address
- Hold Harmless Agreement Third Party Payment
- LIMITED 203(k) Contractor Statement for Initial Draw
- LIMITED Disbursement – Renovation Loan Disbursement Request Form



Change Order

- Fully executed Change Order Request Form - HUD-92577 (if applicable)
- Executed Lien Waiver and Release for Change Order (if applicable)
- Contingency Reserve Letter (if applicable)

Final Draw (in addition to the applicable document above) (Standard/Limited)

- CO or equivalent and inspections, if required by local jurisdiction
- Borrower/Mortgagor Letter of Completion
- Final Release Notice
- Borrower/Mortgagor Letter of Completion
- Retainage/Contingency Release Letter

DRAW # _____ FINAL DRAW:

DRAW REQUEST INFORMATION		
Checks to be made out as follows:	Line Item	Amount (\$)
	Repairs:	
	Repairs:	
	Contingency:	
	Permits:	
	Holdback Funds:	
	Inspection Fees:	
	Title Update Fees:	
	Consultant Fees:	
	Other:	
	Total Draw Request:	

DE Underwriter/Authorized Agent Approval to Disburse: _____
Print Name

DE Underwriter/Authorized Agent Approval to Disburse: _____
Signature