

CONVENTIONAL RENOVATION PRE-CLOSING REVIEW CHECKLIST

Planet Home Lending requires the Lender to engage an individual such as a 203(k) Consultant or a Construction Manager to perform a Project Acceptance Review or Work Write Up. If the Lender does not use a 203(k) Consultant or Construction Manager, Planet will require a Pre-Closing Review. To request a review by Planet, provide the required documents listed below prior to closing the loan and notify your Planet Representative when the documents have been submitted to ensure a timely response.

INITIAL SUBMISSION CHECKLIST

Minimum Required Docs

- Contractor Bid
- Permit Certification
- Initial Maximum Mortgage Worksheet (Form 1035)
- FNMA Consumer Tips (Form 1204)

All Documents listed on the Contractor Validation Information Checklist

- Contractor Profile
- Proof of Insurance – General Liability and Workman’s Comp
- Current License
- Contractor Attestation
- W9 – Most recent version

SUBSEQUENT SUBMISSION CHECKLIST

- Final Contractor Bid
- As Completed Appraisal
- Final Maximum Mortgage Worksheet
- Homeowner Contractor Agreement (Form 3730)
- Contractor Acknowledgement

Additional Inspections (if applicable)

- LBP Inspection
- Mold Inspection
- Termite Inspection
- Asbestos Inspection
- Roofing Inspection
- HOA Acceptance Letter
- Permits