



**BUILDER PACKAGE CHECKLIST**  
**SITE BUILT**

1. Information Sheet
2. Signature Authorization
3. Please enclose a copy of **All Pertinent Business Licenses.**

**PLEASE NOTE:** **ALL INFORMATION** requested must be returned before we can set up your company.

**Please forward the information to:**

Yorktown Funding, Inc.  
1104 Fernwood Avenue, Suite 302  
Camp Hill, PA 17011

**Or you may fax the information to:**

(800) 545-5466

Should you have any questions, **please call us at 1-800-545-0221.**

**NOTE: Incomplete application information will delay processing.**



**Information Sheet**

**Date:** \_\_\_\_\_

1.     Corporation                       Partnership                       Proprietorship  
Date of Incorporation: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_
2.    Legal Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_  
D/B/A/ (if applicable): \_\_\_\_\_
3.    Physical Location Address: \_\_\_\_\_  
\_\_\_\_\_  
(list all locations - use separate sheet if necessary)
4.    Length of Time in Business: Years: \_\_\_\_\_ Months: \_\_\_\_\_
5.    Mailing Address (if different from above):  
\_\_\_\_\_
6.    Number of houses built in the past 12 months: \_\_\_\_\_
7.    **Principals:** \_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ DOB: \_\_\_\_\_  
\_\_\_\_\_  
Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ DOB: \_\_\_\_\_
8.    Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Contact Person: \_\_\_\_\_
9.    **Insurance Information:** (please attach a copy of current liability policy)
10.    Has your company ever filed for Bankruptcy: \_\_\_\_\_ Yes \_\_\_\_\_ No
11.    Is your company currently involved in a law suit: \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If yes, please give details on a separate sheet)

**NOTE: Incomplete application information will delay processing**

**Information Sheet**

**12. Mortgage Lenders/Brokers you've placed loans with:**

- a. Name: \_\_\_\_\_  
Phone/Fax #'s: \_\_\_\_\_  
Contact Person: \_\_\_\_\_
- b. Name: \_\_\_\_\_  
Phone/Fax #'s: \_\_\_\_\_  
Contact Person: \_\_\_\_\_
- c. Name: \_\_\_\_\_  
Phone/Fax #'s: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**13. Sub-contractors & Suppliers you have done business with:**

- a. Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- b. Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- c. Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**14. Name, Address and Phone Number of Title Companies/Attorney's with whom you have worked with:**

- a. \_\_\_\_\_
- b. \_\_\_\_\_

**15. Comments:**

---

---



**Draw Schedule Guidelines** - Site Built Homes

Land Payoff	\$
Foundation/Slab- (Must have county/local inspection)	\$
Construction dried in, felt on roof, rough elect., HVAC rough plumbing, tubs and windows. (Must have copy of county/local inspection.)	\$
Drywall hung, taped, sanded, finished roof, window sills, all interior trim complete.	\$
Interior primed and painted, kitchen cabinets and bathroom vanities installed, doors hung and primed outside and stucco garage door. (Must have copy of inspection by county/local inspector).	\$
Interior and exterior completely finished, paving and landscaping complete, CO, final survey & release of liens	\$
<b>FINAL DRAW (Disbursed at perm. closing)</b>	<b>\$</b>

- NOTES:**
1. Inspections must first be performed prior to the release of any funds.
  2. YFI must have at least a fax confirmation of the inspection prior to the release of funds.
  3. Builder **can order inspections, with notification to Yorktown.**
  4. The Builder must act as General Contractor.

**YORKTOWN RESERVES THE RIGHT TO CHANGE THE DRAW SCHEDULE POLICY BASED ON LAND PAYOFFS, LOAN TO VALUE, AND APPLICANTS QUALIFICATIONS.**

1104 Fernwood Ave. Suite 302, Camp Hill PA 17011  
800-545-0221 800-545-5466 Fax

This is a sample only. Actual draw schedule will be custom made to your needs and Yorktown Funding policy. Please consult your processor.



**Signature Authorization**

In order for Yorktown to process the application, we need to be able to contact the financing sources listed. Some of the businesses listed do not give information over the phone. We need to send them written notice with the lender/dealer signature authorizing them to release the information

I hereby authorize Yorktown Funding, Inc., to obtain information to be used only in processing my application.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

NOTE: Incomplete application information will delay processing.



Effective February 16<sup>th</sup> 2009

For pricing and program changes call Jerry Kensinger at 800-545-0221 x1004 or e-mail [jerry@yorktownfunding.com](mailto:jerry@yorktownfunding.com)