

# TRANSNATION™ TITLE AGENCY

Transnation Title Agency would like to thank you for choosing us as your title insurance provider for your construction process. Our goal is to make this process as smooth as possible for all parties involved. We look forward to working with you.

Transnation Title Agency will accept construction draw requests via mail, fax, email, or hand delivery to any Transnation office. Draw requests, accompanied with the proper documentation, delivered to Transnation will be processed by the Company, and if approved, a Construction Loan Disbursement Endorsement will be forwarded to the lender within 48 hours after submission when possible.

(Please note, counties in which we are required to order title updates from our vendors will increase the processing time of the endorsement. However, the endorsement will be processed within 24 hours after receiving said update)

In an effort to effectively process your draw requests, Transnation requires that a Notice of Commencement is recorded for the subject property, and the following conditions be met for all requests being submitted:

1. A ***complete and accurate*** sworn statement identifying the total construction contract amounts for all contractors, subcontractors, laborers, material providers and/or suppliers must be submitted by the Owner, the General Contractor, the Lessee, or the Designee.
2. Deliver signed lien waivers for all paid improvements on the property.
3. Submit to the Company any Notice of Furnishings.

## **Guidelines for completion of Transnation construction draw forms:**

### **Sworn Statement**

\*A sworn statement **must** be properly completed for each draw request. The required information needed on the sworn statement includes:

- Lender Name
- Contractor name, phone number
- Owner Name
- Property Address
- Deponent Name

\*The sworn statement must be signed and notarized properly. The signature of the deponent should be the contractor/homeowner. The signature of the notary should be in the

area provided for the notary. The waiver of lien line should only be signed when the contractor is waiving his lien rights for all items on the current sworn statement.

\*The sworn statement must accurately represent the identity, address, and telephone number of all trades for the construction project and the total contracted amount due to each trade.

\*Each column must be properly completed for every draw request. Every trade in the numbered line column must remain as shown throughout the entire contract as it appeared on the initial draw request. Any trades added after the initial contract is submitted need to be added below the originals.

\*Any changes to the original contract price need to be done accordingly through the change order column. The original contract amount should never change. The change in the contract price will reflect in the adjusted contract amount once it has been entered through the change order column. When there are funds allocated on a miscellaneous line or contingency line, when requesting those funds, they need to be assigned to the type of improvement they are being used for through the change order columns. These line items cannot be requested from the line item itself.

\*For each trade listed on a numbered line, the amounts shown in the amount already paid column, the current request column, and the balance to complete column when added together need to equal the total contract price and/or adjusted contract price.

### **Waivers of Lien**

\*The waiver of lien form must be properly and fully completed, including the business name, business address and phone number. The person signing the form must be a representative of that business with the authority to sign waivers on the business's behalf. We also ask that the person signing the waiver print their name on the waiver. All waivers must include the property address of which the improvements are being done. Waivers from all trades who have provided labor, materials, or supplies must be submitted to the Company.

**NOTE: Waivers submitted from the general contractor or homeowner can be for labor items only. All materials purchased by the contractor or homeowner must be supported by a waiver from the supplier in which the items were purchased and that supplier should also be represented on the sworn statement.**

\*A current draw request will be processed only if all partial or full unconditional waivers for all prior draw requests have been submitted to the Company. If a line item has been drawn in full and the balance to complete column is \$0.00, a full unconditional waiver will be expected to be provided. Any full unconditional waivers that contain a dollar amount, references an invoice number, or reflects a date that work has been provided through shall be deemed to be a partial unconditional waiver.

\*Should Conditional waivers be submitted, the disbursement will be made directly payable to the contractor/subcontractor/supplier who presented it in the amount specified (partial) or the contract price (full). After payment, unconditional waivers should still be obtained from the contractor/subcontractor/supplier.

\*Items paid outside of the contract will still be required to be supported by unconditional waivers.

\*Waivers are not required for building permits, utility connections, porta johns, or dumpsters.

**Transnation cannot approve any request for an advance of construction funds until all of the above requirements have been satisfied.**

Transnation reviews sworn statements and lien waivers during the construction process as part of our review procedures for providing coverage to the lender under the Lender's mortgage policy for construction advances made by the lender. The lender's coverage is provided by our issuance of a Construction Loan Disbursement Endorsement in the amount of the advance approved by the Company.

The construction draw procedures are solely for the purpose of issuing a Construction Loan Disbursement Endorsements to the mortgage policy. The procedures are not in place to provide or imply any construction lien coverage to the owner, lessee, designee, or any other party of interest to the project.

The Company reserves the right to limit the number of draw requests to two (2) per month for any construction site or project.

**Improperly completed forms or missing information will delay your disbursement.**

**Our Builder Services blank forms may be obtained free of charge from our website [www.transnationtitle.com](http://www.transnationtitle.com)**