

CONTRACTOR ACCEPTANCE CHECKLIST

This acceptance checklist is to be used by Integrity Staff Underwriter when reviewing and accepting contractors for participation in an Integrity rehabilitation product. This form is valid for life-of-loan only, and is not transferable from loan to loan.

Loan #: _____

Type of Rehab Product:

Borrower(s): _____

☐ FHA 203(k)

Property: _____

☐ Fannie Mae Homestyle

Item To Be Reviewed	Description of Contractor / Underwriter Due Diligence Expected
A - Contractor Resume	Contractor to provide fully executed Exh 02-410; UW to review for completion/content
B – Liability Insurance	UW to review currently dated policy; contractor has liability insurance in business name
C – Lexis-Nexis Search	UW to search Nexis for Contractor existence; for SCH C Sole Proprietors – search phonebook listings instead
D – References	UW or PROC to call at least one reference listed to assure customer satisfaction with Contractor
E – Licenses	Contractor to provide any licenses held, IF the local municipality requires licensing in that specialty
F – Other	List item reviewed (i.e. business credit report, etc.)

#	Contractor Firm Name	A Contractor Resume	B Liability Insurance	C Lexis-Nexis Searched	D References Called	E Licenses (if applicable)	F Other
1							
2							
3							
4							
5							
6							
7							

Comments:

Underwriter/Processor Signature _____

Date _____