



Contractor Interview/Review Sheet

In answering the questions below, consider the following factors to determine if the contractor has:

- | | |
|---|--|
| <input type="checkbox"/> Experience to complete the project <input type="checkbox"/> Financial Capacity <input type="checkbox"/> Understands the scope of the project | <input type="checkbox"/> Understands the renovation financing <input type="checkbox"/> Can finish the project in the contracted timeframe |
|---|--|

| Questions to ask | Comments |
|---|----------|
| How long have they been in this line of business? | |
| Is this their full time, primary employment? | |
| Do they have a resume? | |
| Do they have appropriate business licensing (If required by state or local law)? | |
| Do they have insurance? | |
| How many projects of similar scope have they completed? How Many in the last year? | |
| Are they familiar with the process of the renovation mortgages? Do they understand the draw process, holdbacks, and how money is paid out of the escrow account after work is completed? | |
| Are they able and willing to complete work within the allotted timeframe? | |
| Have they ever completed a renovation project where the financing was obtained by an FHA 203(k) , FannieMae HomeStyle mortgage or FreddieMac Renovation? If so, how many? | |
| Can they provide 5 previous customers as references? Get name, phone number and nature of work completed AND check their references. | |
| Can they provide at least 3 trade lines for accounts for materials that you can verify? | |
| Do they have any judgments, claims, arbitration proceedings or suits pending or outstanding against them or their business or the business' officers? | |
| Have they filed any lawsuits or requested arbitration with regard to construction contracts within the last five years? | |
| What is their Tax Identification Number (TIN#)? | |
| General Comments: | |

- Acceptable Not Acceptable

 Evaluator's Signature

 Date

 Underwriter's Signature

 Date