



203k Long Island

Demonstration Version---
Standard FHA 203(k) Draw/ Payment Request Cover Page
 NOT FOR CLIENT RELEASE

To: ABC Financing
 Pat Jean
 203k Test Drive,
 Sample Loan Ln, NY 12345

From: Rich Jean P2097
Date: 03-29-2025

Attn: Renovation Loan Processor,

Please process the following request for payment for the below referenced borrower:

Borrower(s) Names: Marilyn Jean **Lender Loan #/** **FHA Case #**
Property Address: 111 Celestial Dr.,
 Huntington Station, New York 11746

INTERIM DRAW (HUD form 9746A) front & back DRAW # 5
<input type="checkbox"/> _____ Permits (Required with 1 st Draw) <input type="checkbox"/> Draw Request Form – signed by all parties (borrower/s, contractor, consultant) and including photos <input type="checkbox"/> Contractor’s Lien Waiver(s) <input type="checkbox"/> Invoice for the inspection fee

CHANGE ORDER (Request For Acceptance of Changes in Approved Drawings & Specs HUD form 92577)
<input type="checkbox"/> PRE-APPROVAL- REQUESTING PRIOR TO REQUESTING PAYMENT Include description of reason for the change, cost, signed by borrower(s) & contractor (not yet signed by consultant) <input type="checkbox"/> POST-APPROVAL Change Order-Documenting the work has been completed, signed by all parties <input type="checkbox"/> ALL applicable Permits specifically required for the change order work <input type="checkbox"/> Inspection report of the change order items documented on back side of HUD form 9746A), including photos <input type="checkbox"/> Contractor’s invoice for the change order items (signed by the borrower) <input type="checkbox"/> Contractor’s Lien Waiver(s) <input type="checkbox"/> Invoice for the change order processing fee

FINAL DRAW (HUD form 9746A) front & back
<input checked="" type="checkbox"/> Draw Request - include photos , Signed by the borrower(s),contractor & inspector & checked “Final Inspection” <input checked="" type="checkbox"/> Final Municipality Inspections to close these permits <input type="checkbox"/> Certificate/s of Satisfactory Completion (on letterhead of contractor or sub-contractor as per Permits/Certifications Form) <input type="checkbox"/> Mortgagor’s Letter of Completion- Signed by ALL borrowers <input checked="" type="checkbox"/> Contractor’s Lien Waiver(s) <input checked="" type="checkbox"/> Invoice for the inspection fee

**Draw Request
Section 203(k)**

**U.S. Department of Housing
and Urban Development
Office of Housing**

OMB Approval No. 2502-0527 (exp. 8/31/2024)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information collection involves an expanded information requirement for lenders that originate and service Section 203(k) mortgages. The purpose of the information is to help mitigate program abuses. The expanded information focuses on the loan origination process and requires increased documentation and strengthened internal control procedures. Periodic reporting of the information is not required. The information also includes information that was voluntarily accepted by the 203(k) lending community. The information provides a more comprehensive basis for evaluating lender underwriting practices and thereby improves risk management of the 203(k) loan portfolio. Responses are required to obtain benefits under Section 203(k) of the National Housing Act (12 U.S.C. 1703). No assurance of confidentiality is provided.

Borrower's Name & Property Address Rich Jean 111 Celestial Dr. Huntington Station, New York 11746		Lender's Name & Address Blue Financing 203k Test Drive, Sample Loan Ln, NY 12345	FHA Case Number ---	This Draw Number 5	Date 03-29-2025
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I certify that I have carefully inspected this property for compliance with the general acceptability requirements (including health and safety) in Handbook 4905.1. I have reviewed the attached architectural exhibits and the estimated rehabilitation costs listed in column 1, below; they are acceptable for the rehabilitation of this property. I have no personal interest, present or prospective, in the property, applicant, or proceeds of the mortgage. To the best of my knowledge, I have reported all items requiring correction and that the rehabilitation proposal now meets all HUD requirements for 203(k) Rehabilitation Mortgage Insurance.

HUD-Accepted Consultant / Plan Reviewer's Signature & Date X <i>[Signature]</i> Rich Jean 03-29-2025			Suggested Contingency Reserve Amount 1842.15 10 %	
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Construction Item	Total Escrow Col. 1	Total Cost of Rehabilitation				Inspector/Lender Adjusted Amounts		
		Previous Draw Totals Col. 2	%	Request for This Draw Col. 3	%	Col. 4	%	
1. Masonry	0.00	0.00	0	0.00	0			1.
2. Siding	0.00	0.00	0	0.00	0			2.
3. Gutters/Downspouts	0.00	0.00	0	0.00	0			3.
4. Roof	0.00	0.00	0	0.00	0			4.
5. Shutters	0.00	0.00	0	0.00	0			5.
6. Exteriors	0.00	0.00	0	0.00	0			6.
7. Walks	0.00	0.00	0	0.00	0			7.
8. Driveways	0.00	0.00	0	0.00	0			8.
9. Painting (Ext.)	0.00	0.00	0	0.00	0			9.
10. Caulking	0.00	0.00	0	0.00	0			10.
11. Fencing	0.00	0.00	0	0.00	0			11.
12. Grading	0.00	0.00	0	0.00	0			12.
13. Windows	0.00	0.00	0	0.00	0			13.
14. Weatherstrip	0.00	0.00	0	0.00	0			14.
15. Doors (Ext.)	0.00	0.00	0	0.00	0			15.
16. Doors (Int.)	1200.00	900.00	75	300.00	25			16.
17. Partition Wall	0.00	0.00	0	0.00	0			17.
18. Plaster/Drywall	3000.00	3000.00	100	0.00	0			18.
19. Decorating	0.00	0.00	0	0.00	0			19.
20. Wood Trim	325.00	0.00	0	325.00	100			20.
21. Stairs	0.00	0.00	0	0.00	0			21.
22. Closets	0.00	0.00	0	0.00	0			22.
23. Wood Floors	0.00	0.00	0	0.00	0			23.
24. Finished Floors	0.00	0.00	0	0.00	0			24.
25. Ceramic Tile	4725.00	1500.00	32	3225.00	68			25.
26. Bath Accesories	0.00	0.00	0	0.00	0			26.
27. Plumbing	550.00	550.00	100	0.00	0			27.
28. Electrical	1144.00	1144.00	100	0.00	0			28.
29. Heating	2200.00	1000.00	45	1200.00	55			29.
30. Insulation	1072.50	1072.00	100	0.50	0			30.
31. Cabinetry	3455.00	0.00	0	3455.00	100			31.
32. Appliances	0.00	0.00	0	0.00	0			32.
33. Basements	0.00	0.00	0	0.00	0			33.
34. Cleanup	750.00	550.00	73	200.00	27			34.
35. Miscellaneous	0.00	0.00	0	0.00	0			35.
36. Totals	18421.50	9716.00	53	8705.50	47			36.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

This draw request is submitted for payment. All completed work has been done in a workmanlike manner. I hereby certify to the actual costs of rehabilitation as shown above in column 3. I understand that I cannot obtain additional monies from the rehabilitation escrow account without the approval of the lender. I also understand that a 10% holdback will not be released until all work is complete and it is determined that no mechanic's and materialmen's liens have been placed on the property. After the final inspection, the monies in the escrow account will be distributed as required by the 203(k) program procedures.

Borrower's Signature Owner-Occupant Investor/Builder Date

This draw request is submitted for payment. All completed work has been done in a workmanlike manner. I understand that a 10% holdback will not be released until all work is completed and it is determined that no mechanic's and materialmen's liens have been placed on the property.

General Contractor's Signature (if any) Date

I certify that I have carefully inspected this property on this date. The draw amount is acceptable except as modified in column 4. I further certify that I have not accepted any work that is not yet completed in a workmanlike manner and I recommend that the rehabilitation escrow funds be released for the completed work.

Inspector's Signature **ID Number** **P209** **Date** **03-19-2015**

Approved for Release	This Draw	Totals to Date	The Lender is hereby authorized to release the following funds from the escrow account	
Total from Above	\$ 8705.50	\$ 18421.50	Payable to the Borrower \$ 7834.95	Payable to the Fee Inspector \$ 335.00
Less 10% Holdback	\$ 870.55	\$ 1842.15	Payable to	\$
Net Amount Due Borrower	\$ 7834.95	\$ 16579.35	Signature & Date <input type="checkbox"/> Lender-Authorized Agent <input type="checkbox"/> DE Underwriter <input checked="" type="checkbox"/>	

Lender Holding Rehabilitation Escrow Account (name, address, & phone number)

Originating Lender still Retains Funds

Rehab Funds Transferred to:

Rehabilitation Inspection Report

FHA Case Number

I. Inspection of On-Site Repairs and/or Improvements Reveals

- Unable to make inspection. (explain below)
- Correction essential as explained below:
 - Will examine at next inspection.
 - Do not conceal until reinspected.
- No noncompliance observed.
- Acceptable variations as described below.
- On-site improvements acceptably completed.

II. Explanation of statements checked above

- Draw Inspection Contingency Reserve Inspection Final Inspection Change Order Other (explain)


Inspection Number

5

No.		No.	
	Work is completed satisfactorily		

Certification: I certify that I have carefully inspected this property on this date. I have no personal interest, present or prospective, in the property, applicant, or proceeds of the mortgage. To the best of my knowledge I have reported all noncompliance, work requiring correction, and unacceptable work. I also certify that this Draw Request is for completed work and I have not accepted any work that is not properly installed in a workmanlike manner.

Signature & Date

X 

- Consultant / Inspector
 Fee Inspector
 DE Staff Inspector

Inspection Fee

335.00

ID Number

P2097

Instructions: Prior To Appraisal

1. The Consultant or Plan Reviewer meets with the borrower (and contractor, if there is one) at the site to determine if cost estimates are acceptable. The cost of labor and materials (including overhead and profit, where necessary) must be shown. Borrowers doing their own work must include labor and material, in case they are unable to complete the work due to some unforeseen circumstance, and they must later subcontract out the work. Upon completion of the review, and if the cost estimates are acceptable, the Consultant or Plan Reviewer must sign the certification and return all exhibits to the lender.

2. Lender send exhibits and a copy of the Draw Request form to the appraiser. The appraisal cannot be performed unless the Consultant or Plan Reviewer has signed the certification on the Draw Request form. Appraisers are instructed not to add additional work items to the list of construction items without the Consultant or Plan Reviewer assuring that the cost estimate for additional items are acceptable and included on the Draw Request form.

Instructions: During Construction:

1. If any construction work items were completed prior to closing the loan, an inspection of the work can occur one day after closing.

2. Borrower/contractor completes column 2 "Previous Draw Totals" with percent of completion on any of the construction items. On the first draw inspection, this column will be left blank. On subsequent draws, show the accepted amounts shown in columns 3 and 4 (from the previous draw).

3. Borrower/contractor completes column 3 "Request for This Draw" with the **actual cost of rehabilitation**, which includes materials, labor, overhead and profit. Materials cannot be paid for until they have been acceptably installed. For the investor/builder using the Escrow Commitment Procedure, the cost savings will be added to the escrow amount that is held by the lender for release when an acceptable owner-occupant assumes the loan.

The inspector will complete column 4 for each line item that is necessary to be adjusted. If no adjustments are required, column 4 will remain blank. In no case can the inspector approve a release of funds in excess of the amount requested by the borrower in column 3.

The DE Underwriter or the lender's authorized agent may reduce the amount of funds accepted (or revised) by the inspector by completing (or correcting) the amount shown in column 4. Where a correction has been made by the inspector or the lender, the revised total amount will be shown in line 36, column 4. When the DE Underwriter or the lender's authorized agent is satisfied with the Draw Request, the bottom of the form approving the release of funds will be completed.

After the final draw inspection, cost savings can be adjusted to pay for cost overruns in other construction items or additional improvements to the property that are approved by the Direct Endorsement (DE) Lender. An additional administration cost can be allowed under certain circumstances. Any remaining cost savings must be applied to the mortgage principal and will create greater equity in the property.

Example 1: If column 1 for Drywall is estimated for completion at \$1,500 and the work is 50% complete, but a signed contract is for \$1,200, then the Request for This Draw in column 3 cannot exceed \$600.

Example 2: If column 1 for Drywall is estimated for completion at \$1,500 and the work is 50% complete, but a signed contract is for \$1,800, then the Request for This Draw in column 3 cannot exceed \$750. At the end of rehabilitation, cost overruns can be adjusted for, provided there were savings in other construction items that were approved prior to closing.

4. The borrower and contractor must sign the certification on the Draw Request form. If a dispute exists, the lender must try to mediate the dispute to assure there are no mechanics or materialmens liens placed on the property. The lender may make checks out in both the borrower and contractors name to ensure proper distribution of escrowed funds and to assure no mechanics or materialmens liens. The borrower or contractor may initiate legal proceedings if an equitable agreement cannot be reached.

5. Under no circumstances can any construction item be paid for without the work being acceptably installed (e.g., materials on site cannot be included in the draw request). Upon completion, the inspector signs the Draw Request form, and the Rehabilitation Inspection Report and returns this form to the DE Lender, if applicable. The cost of the inspection should also be completed.

6. The DE who controls the Rehabilitation Escrow Account must provide an accounting of the escrow account to the borrower and HUD, showing the status of all monies in the escrow account. After the acceptable receipt of all necessary documentation, the escrow release (less 10% holdback) should occur within 48 hours. The accounting system must comply with Handbook 4240.4.

**UNCONDITIONAL FINAL WAIVER
AND RELEASE OF LIEN AND/OR CLAIM**

Demonstration Version---
NOT FOR CLIENT RELEASE
Demonstration Version---

OWNER:
Marilyn Jean

CONTRACT FOR:

PROJECT:
*111 Celestial Dr.,
Huntington Station, New York 11746*

CONTRACT DATED:
03-29-2025

STATE OF: **New York**

COUNTY OF:

FOR AND IN CONSIDERATION of payment in the amount of \$ 7834.95, receipt of which is hereby acknowledged, the undersigned does hereby release and waive any and all liens and/or claims including, but not limited to, any lien, bond claim or claim for payment with respect to any labor, services, materials, and/or equipment provided on or for the above referenced Project. Notwithstanding the foregoing, the undersigned does not waive its claim to any retainage withheld by the General Contractor or the Owner.

Furthermore, the undersigned agrees to indemnify the General Contractor and Owner against any claim, including, but not limited to, any lien or bond claim asserted by or through it with respect to the Project. Contractor certifies that all laborers employed by the Contractor for work provided to the subject property have been paid in full, and that all suppliers, material men and subcontractors who have furnished labor, materials or supplies on or for the above referenced Project under a direct contract with the Contractor have been paid in full or, if not, are listed below under exceptions.

EXCEPTIONS (*List separately any and all unpaid subcontractors and/or suppliers*):

CONTRACTOR'S NAME AND ADDRESS:

SERENITY HOME IMPROVEMENT
*8 Wyoming Dr
Huntington Station, New York 11746*

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I hereby certify that I have the power and authority to execute this Unconditional Waiver of Claim and/or Lien for and on behalf of the Contractor.

BY: _____
(Signature of authorized representative)

(Printed name and title)

203k Long Island
 Suffolk County -
 Huntington Station, New York 11746
 631 487-1420
 rich@jeanhomeinspection.com



203k Long Island

INVOICE

Demonstration Version---

NOT FOR CLIENT RELEASE

To: ABC Financing
 Pat Jean
 203k Test Drive,
 Sample Loan Ln, NY 12345
 pjean813@hotmail.com

From: Rich Jean P2097
Date: 03-29-2025
Invoice : Basement Reno - Jean Residence.03-29-2025

Attn: Renovation Loan Processor,

Re: Invoice for Consultation/Inspection Service Fees

Borrower(s) Names: Marilyn Jean

Lender Loan #/

FHA Case #

Property Address: 111 Celestial Dr.,
 Huntington Station, New York 11746

Description	Amount
DRAW FEE - MILEAGE INCLUDED	\$335.00
Total	\$335.00

Make all checks payable to
 Payment is due upon receipt.

203k Long Island

If you have any questions concerning this invoice, contact
 (Rich Jean | (631) 487-1420 | rich@jeanhomeinspection.com)



203k Long Island

MORTGAGOR'S LETTER OF COMPLETION

Demonstration Version---

NOT FOR CLIENT RELEASE

Demonstration Version---

Date: 03-29-2025

To: **ABC Financing**

Re: Name of Borrower(s): *Marilyn Jean*

FHA Case Number:

Property Address:

Loan Number:

*111 Celestial Dr.,
Huntington Station, New York 11746*

The rehabilitation construction and/or improvements, as outlined in the Rehabilitation Loan Agreement (including Architectural Exhibits), have been completed in a workmanlike manner to my/our satisfaction to the above-mentioned property.

I/We request that the Final Inspection by the HUD approved inspector and the Final Release of funds from the Rehabilitation Escrow Account be made to me/us after you receive an acceptable Final Compliance Inspection Report.

I/We understand that you, the lender, if required to protect the priority of the Security Instrument, may retain any "Holdback" reserve funds for a period of not more than thirty five (35) days or a longer time period allowable by state laws to ensure against any liens resulting from the Rehabilitation work done at the subject property. However, at the earliest possible date, I/we request any such funds be released to as appropriate.

This request also directs you to properly distribute the funds remaining in the Rehabilitation Escrow Account that represent the balance of the Contingency Reserve, Mortgage Payment Reserve and inspection fees and other miscellaneous fees that were not used.

Demonstration Version---

NOT FOR CLIENT RELEASE

Borrower(s) Signature / Date

Demonstration Version---

Borrower(s) Signature / Date

* (If HUD processed, lender should forward to HUD for review)

DRAW INSPECTION #5 Photo Album of:
111 Celestial Dr.

