



Construction Mortgage Checklist

Please use this list as a guide for what information and documents need to be gathered

-  Documentation to confirm availability of sufficient funds to complete the project. Details on cash position for downpayment, start of construction and contingency funds
-  Complete set of building plans and specifications
-  Evidence that you have been accepted for building warranty coverage under an approved home warranty program and are a registered builder with BC Housing
-  Business and marketing plan for the project including recent comparable sales or rental prices
-  If the borrower is hiring a builder/general contractor we would like to see the resume, bio, and previous experience of the builder/general contractor
-  Details of construction management and who will be the local contact
-  Detailed budget of all construction costs associated with the project. It must be outlined if each item is a fixed price or cost plus.
-  A project timeline for the purchase, permit, approval, construction schedule, etc
-  Contract of purchase and sale if property has already been purchased
-  Complete corporate documents on the borrower, including certificate of incorporation, articles, listing of shareholders, officers, and directors
-  Three years of financial statements for the borrower and personal income tax statements for the principals