

Conventional Renovation Broker / Correspondent Submission Checklist

- Contractor Bid on letterhead signed and dated as independent bid with itemization of labor and materials. Bid must be signed and dated by Borrower(s) and contractor.
- Bid work to be submitted to AMC upon ordering appraisal
- Complete W9 completed by contractor
- Contractor License
- Contractor Insurance
- Completed Contractor Profile
- Homeowner Contractor Agreement completed by contractor with total amount of repairs matched to final bid, and actual completion date listed on page 1;
 - All pages signed and dated by contractor and Borrower(s)
- Fully executed Renovation Loan Agreement
- Complete Maximum Mortgage Worksheet (MMW)
- Consumer Renovation Disclosure
- Important Notice Regarding Contingency Funds
- Renovation Loan Borrower Disclosure
- Renovation Identity of Interest
- Conventional Renovation Form(s) - Are located in the AFR Resource Center under:
“Forms” → then “Conventional Renovation” where you can select either Wholesale or Correspondent menu of forms