

**General Contractors Information Package** (All items below are required prior to loan funding)

- 1. Contractor's name, address, phone number and contact person
- 2. Copy of contractor's license with type of entity noted
- 3. Resumé of key personnel
- 4. Current financial statements
- 5. Two (2) years previous financial statements
- 6. Copies of three (3) years' tax returns
- 7. List of credit references (trade and bank) with contact information (name, phone number and address)
- 8. List of recent projects completed and current work in progress. List should include project name, location, contract amount, date and contact information  
For work in progress, please note % complete and contract funds received to date
- 9. Name and phone number of bonding agent

**Project Information** (All items below are required prior to loan funding)

- 1. Copy of fixed price construction contract with detail cost breakdown/schedule of values
- 2. Copy of detailed project budget indicating all direct and indirect costs  
(including A & E, permits, insurance, interest, inspection fees, etc., and any other fees not included in contractor's fixed-price contract)
- 3. Copy of plans and specifications (approved working drawings)
- 4. Copy of Soils Report
- 5. Progress schedule with projected start and completion dates
- 6. Copy of building permit
- 7. Copy of grading permit (if applicable)
- 8. Name and phone number of city/county planner handling the project

Contact your Bank of America representative for questions.