

# **PARTNER** WITH US and **BUILD**

**MEMBER** DREAM HOMES



**APPROVED BUILDER  
INVITATION PACKAGE**



**Education First**  
FEDERAL CREDIT UNION

Whether you already have clients who have chosen to finance with us or you want to proactively recommend Education First FCU to prospective clients, the Builder Review Process is the first step in building a home financed by us.

Our loan officers take a hands-on, personal approach to construction loans. We'll work with all parties involved to deliver a smooth process throughout the building process. We will work in direct correlation to keep the member involved and your project on time!

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## Acceptance Form

To get the acceptance process started, submit an Approved Builder interest form by scanning the QR code. Typically, a construction representative will contact you within one business day.



# Builder Review Process

At EFFCU, our Builder Review Process takes into account all aspects of your business. Once accepted, your business will not only have our members as possible clients, but a process that has been developed to keep the build moving. To get the acceptance process started, scan the QR code and be prepared to provide the required documentation listed below. A construction loan representative will contact you within one business day.

## Builder Requirements:

- 2 years of certified experience
- Incorporated through LLC or CoOp and business license
- Builders risk through each build
- Business member with EFFCU
- Allow background and incorporation check of business
- BBB Verified A Rating



## Draw Request Process

Requesting a fund disbursement is quick and easy. Once inspection reports are received, we typically send funds within 1 business day. This timely disbursement makes it possible for you to pay your contractors faster, avoid delays and concentrate on construction.

- Complete, sign, and submit the Draw Request Form, listing all items that have been completed. Homeowner signature is also required.
- Draws will be based in the phase schedule provided by you, the builder.
- Construction funds may only be used for project costs. Disbursements are issued when work is completed.
- 50% initial draw and subsequent draws based on number of phases in breakdown. EFFCU will hold the final 10% of funds until completion of work and verification is received.
- Builders are required to furnish an affidavit stating all bills have been paid. This waiver and release on final payment is required under Texas law. This is outside the 10% supply contingency (unforeseen costs) in cost breakdown.

### Are you an EFFCU Business Member?

You will have immediate access to funds, otherwise funds will be wired to your business checking account.

# Product Overview

Knowledge is paramount. For our builders to know our product and process will only gain trust and respect for the dynamic, we are all trying to create. Below is a quick reference for our interim construction loans. This will guide you on what we will require from our members to qualify.



- **Construction funds** are made available through qualified members' loan repayment ability. The member will be responsible for interest only for the duration of the home's construction. Once complete, we will finance the funds used to pay for the construction, and it will be a full Deed of Trust purchase of the completed home.
- **Inspections** are required, and schedules will be based on completion of stages/phases set by builder. The final draw will be paid out on verification of all bills paid and the occupancy certificate signed at closing.
- **Items required** for qualification of the loan will include but not be limited to the following:
  - Contract including clean, removal, and contingency for unforeseen cost fluctuations plans and specs
  - Cost breakdown (*to include 10% contingency for unforeseen cost fluctuations*)
  - Stage Breakdown inclusive of projection of stage draw amount to be determined by loan officer
  - Survey of unimproved land
  - Copy of initial permit to build
  - Corresponding permits during construction
  - Other requirements based on area, utility, credit union and title requirements





**Questions? We're here to help.**

HomeLoans@EducationFirstFCU.org

**EducationFirstFCU.org**

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**Education First**

— FEDERAL CREDIT UNION —

Education First Federal Credit Union NMLS #: 407801  
NCUA – Federally insured by NCUA and backed by the full faith and credit of the United States Government.  
National Credit Union Administration, a U.S. Government agency

