

Welcome!

Thank you for
considering



as you prepare
to remodel!

Enclosed in this remodeling planning packet you'll find examples of forms, samples, and other information you'll submit with your loan application:

- Loan application overview
- Cost estimate sheets
- Specification sheets
- Other required forms
- Field Review Checklist

The enclosed cost estimate sheets are also available via email or on floppy disk, from which they can be prepared on your or your contractor's computer. All forms are in either Microsoft Excel or Word. Forms supplied by you or your contractor may also be acceptable.



Pre-Construction Packet Overview (Remodel)

Remodeling your home is exciting! And The First Citizens National Bank is here to help you streamline and facilitate the remodeling loan process wherever possible.

To facilitate this process, *FCNB* has compiled a straightforward and easy-to-follow pre-construction packet. Following is a list of what *FCNB* will need to process your loan application and to close your loan in the shortest time possible.

Happy Building!

Forms and information to submit with your loan application:

- ✚ Sketches of project (if applicable)
- ✚ Scope of work, which identifies the work to be completed.
- ✚ Cost estimates (forms included)

Things to keep in mind as you move through the construction process:

- *FCNB* doesn't charge for the initial refinance disbursement (draw) or the first ten (10) construction disbursements (draws) against your construction loan. There is no limit to the number of draws you may take, but additional disbursements (draws) are \$50 each.
- *FCNB* will make funds available immediately upon proper presentation of bills and customer concurrence, except when a field review is required. When a field review is required, *FCNB* will conduct field reviews and advance requested funds within five (5) business days.
- *FCNB* will conduct an initial field review once \$25,000 has been disbursed, with subsequent field reviews at \$25,000 intervals or at the completion of the project, whichever occurs first.
- *FCNB* does require a final (completion) certificate by an appraiser for projects exceeding \$50,000.
- *FCNB* also requires lien waivers signed by either the contractor or the customer (if self-contracting) at each draw request - example provided.
- *FCNB* requires a proforma appraisal based upon the plans and specifications submitted by the borrower/builder.

The First Citizens National Bank

Cost Estimate: Remodel Existing Space*

Name

Property Location

Date

Description	Sub-contractor	Labor/Other cost	Materials/Other cost	Totals
Basement				
Floor/Walls				
Floor Covering		Ceramic Tile	Hardwood	
		Vinyl	Carpet	
Paint		Interior	Exterior	
First Floor			Vanities	
Paint		Interior	Exterior	
Electrical				
Fixtures				
Plumbing				
Fixtures				
HVAC				
Floor Covering		Ceramic Tile	Hardwood	
		Vinyl	Carpet	
Fireplace				
Applicances - List		Range	Microwave	
		Refrig.	Washer	
		Other	Dryer	
Second Floor				
Paint				
Electrical				
Plumbing				
Floor Covering				
Other		Permits		
Change Order # 1				
Change Order # 2				
Change Order # 3				
TOTAL:				

*Similar forms may be substituted for the ones provided in this packet.