

Residential Construction Checklist

Please use the following checklist to ensure completion of all necessary items for your project. Some of the items may not apply, and for some projects additional information may be needed.

Pre-Approval Requirements

- » ___ Supporting documentation
 - » Two (2) years tax returns with W2s
 - » Recent paystubs
 - » Two (2) most recent bank statements
- » ___ Pre-Approval Letter from Alaska USA Mortgage Company
- » ___ Builder Approval (If not already Alaska USA Mortgage Company approved, obtain builder's resume)
- » ___ Copy of Construction Contract with General Contractor's name and address
- » ___ Construction budget with subcontractor / supplier list
- » ___ Construction plans & specifications
- » ___ Construction schedule
- » ___ Plot plan / survey
- » ___ Well and septic permit (if applicable)

Closing Requirements

- » ___ Insurance (Hazard with Builders Risk coverage)
- » ___ Title Insurance (Credit Union to order)
- » ___ Appraisal – As Proposed (Credit Union to order)
- » ___ Flood verification (Credit Union to order)
- » ___ Evidence of Alaska USA Underwriter review

Post Closing Requirements

- » ___ As-built survey (revealing foundation)
- » ___ Building permit
- » ___ Draw Request Form (to include invoices and lien waivers, if applicable)
- » ___ Third party inspections / photographs of project
- » ___ Energy Rating Certification (if applicable)
- » ___ Copy of Certificate Occupancy (if applicable)