



Capital City Construction
Building Your Dreams



RENOFY 100

RENOFY 100
Home Improvement Financing
and Consulting Services



Capital City Mortgage
Funding Your Dreams

Consulting Fee Agreement

The RENOFY 100 Home Improvement Financing and Consulting agreement is designed to assist property owners with obtaining **100%** financing to complete a home improvement project.

This agreement was made between _____ (the "Client") and _____ ("the Consultant") with mailing address of 610 Uptown Blvd Cedar Hill, Texas 75104.

Property Address: _____

The Consulting Services shall include the following services as it pertains to each Client.

Phase I Personal Consulting Services

- Initial Consultation/Determination of Qualifications for Approval
- Personal Financial Analysis/Income/Debts
- Personal Credit Report/Credit Analysis
- Product/Service Recommendations

Phase 2 Contractors/Client Scope of Work

- Reviewing and Analyzing the Scope of Work
- Securing Bid Proposals/Pictures/Reviewing the Budgets
- Approving Contractors and Subcontractors
- Preparing Remodeling Contracts/Invoicing for Payments
- Professional Rendering/Plans Prior to Construction

Phase 3 Construction Financing/Mortgage Financing Services

- Completing/Submitting Applications for Home Improvement/Renovation Loans
- Securing the financing for the project/repayment terms
- Preparing and Executing Contracts for Property Owner/Contractors

Phase 4 Construction Management/Consulting

- Overseeing and managing the project and assuring completion per schedule
- Overseeing and managing and supervising subcontractors
- Overseeing and managing the budget for renovation/repairs/draw schedule

IV. Financing is not guaranteed. The Client understands and agrees that this Agreement is not a guarantee and that the proposed financing may not be successfully completed.

If acceptable financing cannot be obtained, the Consultant's obligation shall be limited to advising the Client that the Consultant is unable to procure the proposed financing.

Client

Date

Construction Draw Schedule

The RENOFY 100 Program allows the contractor to draw from the total loan approval based on the following draw schedule:

Total Renovation Financing Approved: _____

First Disbursement	30%
Second Disbursement	30%
Third Disbursement	30%
Fourth Disbursement	10% or Remaining Funds

- The repairs must be completed within 30 days from initial loan disbursement or approval.

Example of Draw Schedule

Total Loan Approved:		<u>\$100,000.00</u>
Less Consulting Fees: (18%)	\$18,000.00	
Initial Processing Fees:	\$495.00	
Draw /Review Fees (\$175.00 x 3)	<u>\$525.00</u>	
	\$19,020.00	

Total RENOFY 100 Draw Amount Available: \$80,980.00

First Disbursement:	30%	\$24,294.00
Second Disbursement	30%	\$24,294.00
Third Disbursement:	30%	\$24,294.00
Final Disbursement:		\$ 8,098.00

Construction Disbursement Requirements

- Initial Budget for Repairs/Renovation
- Initial Pictures of Project
- Progress Pictures Based on Request for Draw or Completion of Project
- Final Pictures
- Lien Waivers

V. Information for Client/Contractor. The Client/Contractor agrees to provide any requested information and to execute and deliver the appropriate completed forms that may be customarily required to secure financing and complete the renovation on the Property.

Client

Date

VI. Term of this Agreement. The term of this Agreement shall remain in full force and effect for 90 days from the date of its execution OR until successful completion of the project.

This Agreement may be modified or canceled upon written notice prior to any services being performed or completed.

This agreement constitutes an entire understanding and cannot be modified unless agreed to in writing and signed by all parties.

This agreement is binding on the parties aforementioned, their heirs and assigns and all others succeeding in the interest to any party either directly or indirectly.

Agreed to by:

_____ Client Date _____

_____ Client Date _____

_____ Client Date _____

_____ Client Date _____

Digitally Signed by the Consultant: _____

(Please sign scan/email to sales@capitalcitymtg.com)

Authorization for Payment

I, _____ authorize electronic payment for the RENOFY 100 Home Improvement Financing Consulting Services payable to Capital City Mortgage.

Agreed to by:

Client:

Date:
