



Contractor's Acknowledgement Consultant 203(k) Program

Contractor: _____

Address: _____

Phone: _____ (day)

I, _____, wishing to act as a Contractor on 203(k) projects, acknowledge and understand the terms under which I will be expected to perform. These terms are outlined below:

- Contractor agrees and understands that Real Estate Mortgage Network's 203(k) Department will conduct a Pre-Closing conference call with borrower, Consultant, and contractor to help manage everyone's proper expectations.
- Change Orders and Draw Requests will not be accepted until 203(k) Draw Department has prepared draw file. This process takes approximately 2 weeks. Contractor and Borrower should schedule the start of work accordingly.
- All work described on the 203(k) Spec of Repairs and/or estimates I have provided must be completed in full.
- Any alterations to the Spec of Repairs must be approved by the FHA 203(k) Consultant and DE Underwriter prior to any changes being made.
- Monies will be released on the project in draws only after an FHA Consultant has inspected the work and approved the work done.
- Each draw will have a 10% hold back to be released after the final inspection, and after the lender has confirmed clear title.
- Any disputes that may occur between the borrower and contractor will be reported immediately to the 203(k) Department.
- All work will be completed in the time frame allocated to that project. Extensions must be requested in writing outlining the reasons for the delay and the predicted completion date but never can an extension exceed 6 months from the original closing date.
- Continued delays and/or poor workmanship may result in the contractor being removed from the project and replaced with another contractor and may result in a forfeiture of any funds not previously disbursed.

This acknowledgement will be incorporated and made part of any 203(k) file that the above named Contractor is contracted to work on. I certify that I have read and understand the requirements that I must meet throughout the rehabilitation period and agree to cooperate in full with Real Estate Mortgage Network, Inc.

Contractor's Signature: _____ Date: _____