

Spartan Contracting Services

3744 Glendenning Rd.

Downers Grove, IL. 60515

Email: jmoustis@spartancontractor.com

FHA 203(k) Work Write-up Request Form

Attention: John Moustis

Today's Date: _____

Contractor's Name & Address: _____

Phone #: _____

Contact Name (For Access): Realtor / Homeowner _____

Phone #: _____

Lender Information (Name of Co.): _____

Address: _____ Phone #: _____

State and Zip Code: _____ Fax #: _____

Borrower Information:

FHA CASE NUMBER (If known): _____ CLOSING DATE: _____

LOAN NUMBER (If known): _____

DIRECTIONS: _____

BORROWER NAME: _____

PHONE # & Email: _____

PROPERTY ADDRESS: _____

BORROWERS' CURRENT ADDRESS: _____

CITY, STATE & ZIP CODE: _____

Property Type: Condominium _____ Multiunit _____
 Townhome _____ How many units? _____
 Single Family _____ Any commercial, please explain below? _____

Other Information _____

Are utilities turned on? ____ Yes ____ No Approximate Cost of Improvements (Please answer): _____

Is home currently being occupied? ____ Yes ____ No

Request Date of Work Write-up to be performed: _____

COMMENTS: _____

*** PRINT NAME OF PERSON REQUESTING INSPECTION AND SIGN HERE ***

NOTE: In order to performed **new construction/addition** inspections, the following exhibits are required (Please do not fax):

1. Complete set of building plans for the subject property (s).
2. Plat of survey for the subject property (with building line plotted) for each foundation. **Single Family Only**
3. Complete description of materials. Plus cabinet layout/drawings with material costs.
4. Full copy of purchase agreement for the subject unit(s), including any work owner plans to credit you.
5. FHA Builder Cert. Forms 92541 and Warranty Form 92544.

Note: Completion of this form guarantees payment of any fees related to the 203(k) feasibility/work write-up/draw inspection to the consultant John Moustis (plus .54 a mile over 15 miles) immediately, regardless of whether or not the loan closes. See fee sheet as part of the consultant agreement. Utilities turned off require a 20% contingency reserve fund. Please supply any contractor agreements or plans or home inspections completed for the subject property prior to my visit.
Please answer all questions!

Also, payment is due at time of inspection & please gives us at least a 48-hour advance notice for all requests.