



Florida Hard Money Checklist

CA DRE #: 01219911 | NMLS #: 1623669 | Florida Mortgage Lender #: MLD1577

The Norris Group is always searching for new ways to make the loan process faster and easier. By following the procedures described below when you're obtaining a new loan, you can help us close your transactions quickly. Call (407) 706-9700 for questions.

florida@thenorrisgroup.com

This is the email you'll want to send all of the following for every loan as soon as you have it:

- Preliminary Title Report
- Closing Instructions with exact vesting
- Entity Documentation (if applicable)
 - » All entities must be registered in FL & have registered agent
 - » Corporation: Bylaws, resolution if authorization for signing is not stated elsewhere, & recorded articles
 - » LLC: Articles & Operating Agreement
- Credit Report if you are a new borrower
- Evidence of appropriate insurance with hurricane rider prior to close (Flip = non-owner vacant, hold = landlord policy)
- Approximate closing date

5 Ways to Slow Down Transaction

1. Not sending us escrow instructions and the prelim in timely manner
2. Not communicating changes
3. Wrong entity so docs have to be re-typed
4. Wrong insurance policy
5. Not signing paperwork quickly & correctly

Repair Release Requests

This is how to get funds released if your loan includes a hold for repairs:

1. If not the final release:
 - » Email loans@thenorrisgroup.com with pictures of the repairs completed
 - » In email include:
 - "Repair Release Request" as the subject in email
 - Your name & loan number
 - Property address
 - Address to send check
 - Don't forget to attach pictures
2. For final release and inspection
 - » Work must be 100% complete
 - » Email florida@thenorrisgroup.com and include in email:
 - "Final Repair Release Request" as the subject in email
 - Your name & loan number
 - Property address
 - Best contact # for inspector to reach you or combo #
 - Verify address check is to be mailed to or wire instructions (\$25 fee applies to wires)

It will be your responsibility to coordinate with the inspector. Once we receive written documentation from the inspector, we release funds.

For additional loans, simply go online and fill out an application 24 hours a day, 7 days a week. Once we're in the office, we'll start immediately.