



CONSTRUCTION LOAN DRAWS ADMINISTRATION GUIDE

Welcome to OneSite

On behalf of everyone at Rodeo Lending, welcome to our Draw Request portal.

We are excited to be working with you on your construction project. By utilizing our Draw Request portal, it is our expectation that the process will be as smooth as possible. Enclosed is a comprehensive guide of what you can expect throughout the draws portion of your loan.

Kind regards,

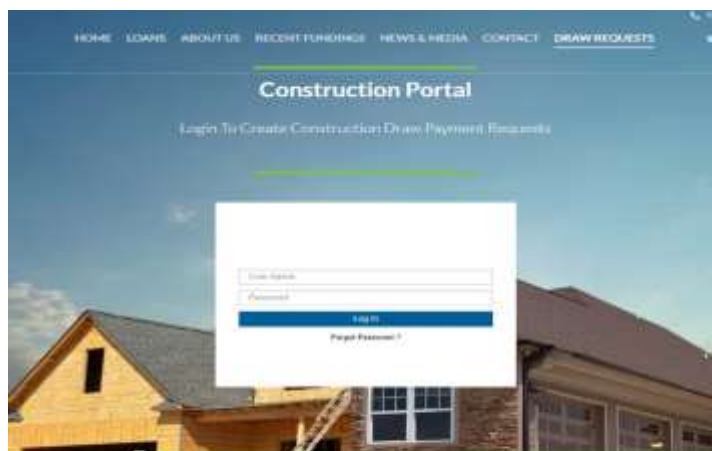
The Rodeo Lending Team

CONSTRUCTION LOAN MANAGER (CLM) USER ACCESS

Rodeo uses an online platform designed by Land Gorilla called OneSite to manage all draw requests. After a construction loan has closed, the borrower and the general contractor will receive an email titled “Construction Loan Manager Account Setup” providing their credentials to the platform so they can login and place their draw requests. The budget that the borrower and/or general contractor will be requesting draws against, will match the budget that was approved during closing.



The LOGIN link will send you to the Land Gorilla website where you will be given the opportunity to establish your password. After your first login you will be able to access your account directly through www.rodeolending.com/draw-requests/



Making the Draw Process Easy

DOCUMENTS REQUIRED TO PROCESS DRAW REQUESTS

LIEN WAIVERS

The borrower and/or the general contractor is responsible for submitting lien waivers specific to the state in which the project is located to ensure that no contractor, sub-contractor or supplier, has placed a lien on the subject property. Additionally, each payee will also need to submit supplier, material lien releases as well.

CONTRACTOR INVOICES

The borrower and/or general contractor is responsible for submitting invoices provided by the contractor or subcontractors for payment related to work completed on the subject property. The draw amount requested by the borrower and/or general contractor and should reflect the work completed and billed in the current request.

SUB-CONTRACTOR INVOICES

If there is **NO** contractor to a project, the borrower is responsible for submitting invoices provided by the sub-contractors for payment related to work completed on the subject property. The draw amount requested by the borrower should reflect the work completed and billed by each subcontractor.

INVOICES for SELF PERFORMED WORK

If the borrower and/or general contractor is self-performing some of the work related to the subject property, the borrower and/or general contractor should submit invoices showing the current billing used to complete the work in the request.

UNINSPECTABLE ITEMS

Items requested that are not able to be inspected, such as soft costs, require invoices and releases for the disbursement.

BANK DETAILS

The borrower and/or general contractor will need to provide either a voided check or a direct deposit slip from their bank, with the current request, for each payee in the disbursement. The borrower and/or general contractor must ensure that the routing information is suitable for federal wires as some are only suitable for ACH. Otherwise, a paper check will be issued and mailed to the payee.

THANK YOU

We are always at your service. Should you find yourself in need of assistance, please contact us. Again, we are excited to be working with you on this and all your future construction projects.

Best regards,

The Rodeo Lending Team