



Fidelity Land Title, Ltd

309 South Main St – Jefferson WI 53549

Ph: (920)674-3913 Fx: (920)674-5532

www.thelandoffice.com

Owner:

Project:

Address/location:

Draw Process

The following is a brief description of the draw process:

First draw:

- (1) Long legal page; this is the total project cost breakdown, this gives us an idea of what is being paid, to contactor and appoximate amounts. This helps with the running total as well.
- (2) Draw Request form from General Contractor, with the attached breakdown of contractor(s) to be paid, along with all invoices of subs/suppliers to be paid
- (3) Owner Authorization of Draw form, Owner(s) sign and return authorizing the payment

Next Draw(s):

- (1) Draw Request form from General Contractor, along with all invoices of subs/suppliers to be paid
- (2) Owner Authorization of Draw Form
- (3) ALL lien waivers from first draw. Our practice allows us for a "One Draw Delay", we will require ALL lien waivers from the first draw from each contractor that was paid from the previous draw.

Final Draw:

- (1) Draw Request Form from General Contractor
- (2) Owner Authorization of Draw Form
- (3) ALL Lien Waivers
- (4) Contractor's Completion Affidavit – General contractor stating that all contractors, sub contractors, suppliers anyone perfoming work has been paid. This will obviously to be provided after payments of aforementioned have been paid.

Miscellaneous info:

We do not need original invoices when submitting, all the above mentioned can be emailed faxed, etc. Once we receive the draw request, we inspect the property for work that has been done, or material for the project. We do not inspect quality, craftsmanship, etc. After inspection, we then request funds from the Lender providing the financing. After funds are verified in our account, we are then able to cut checks. This MAY take up to a week from the original Request to being able to cut the check(s). **Lender requires all sub's to be paid directly.**

Any Questions, requests:

Kyle Tully – Construction Escrow Department
construction@thelandoffice.com

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OWNER: **COST BREAKDOWN**
ADDRESS:

Branch of Work	Contractor / Supplier	Totals
Land		
Permit		
Survey		
Excavating		
Laterals		
Septic System		
Well		
Basement		
Concrete Materials		
Carpenter Work		
Lumber		
Cabinets		
Countertops		
Roofing Work		
Materials		
Plumbing		
Heating		
Electrical		
Air Conditioning		
Insulation		
Drywall		
Materials		
Siding		
Gutters & Downspouts		
Windows & Doors		
Garage Door		
Mason Work		
Materials		
Fireplace		
Electric Fixtures		

Painting / Staining		
Hardwood Flooring		
Tile / Linoleum		
Carpeting		
Appliances		
Finish Grading		
Landscaping		
Driveway		
General Contractor		
TOTALS		

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OWNERS AUTHORIZATION OF DRAW

DRAW # _____

File No.:

Owner:

Property:

The Owner hereby authorizes and directs Lender to disburse
\$ _____ to Escrow Agent for payment pursuant to the terms of the
Construction Escrow Agreement.

The Owner hereby acknowledges that Escrow Agent has no liability for any alleged
defects in the quality of workmanship or materials supplied or for any failure to
complete the project in accordance with the plans and specifications.

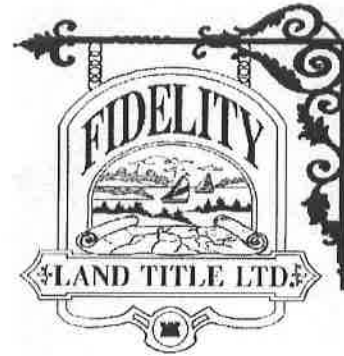
AMOUNT TO BE DISBURSED: \$ _____

Dated this ____ day of _____, 20____.

Owner(s):

(Note: Pursuant to the Construction Escrow Agreement, only one signature is
required to authorize this draw.)

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DRAW REQUEST # _____

File No.:

Owner:

Property:

The undersigned, being first duly sworn, deposes, states and warrants that:

1. General Contractor that has contracted to construct, or cause to be constructed, improvements ("Project") on the Property.
2. General Contractor has requested this draw ("Draw Request") for the purpose of paying the contractors, subcontractors and/or suppliers who have furnished services, materials or labor to the date of this Draw Request in the amounts shown on the attached form.
3. No other contractors, subcontractors and/or suppliers, unless specified below, have been contracted with or employed by the General Contractor for this Project.
4. That the waivers of said contractors, subcontractors and/or suppliers are true, correct and genuine, and cover the payments requested; that every waiver was delivered to General Contractor unconditionally; that the waivers were not obtained by fraud, accident, mistake or duress; and there is no claim which may defeat the validity of the waivers.

The undersigned makes this affidavit to induce Escrow Agent to disburse the amounts set forth on the attached form.

Dated: _____, 20____.

GENERAL CONTRACTOR

By: _____

Name: _____

Title: _____

Type of Work	Name of Contractor, Subcontractor or Supplier	Amount to pay
TOTAL: \$		

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WAIVER OF LIEN

For value received, the undersigned hereby waives ALL rights and claims for liens on land and on buildings about to be erected, erected, altered or repaired and to the appurtenances thereunto,

For _____ (Owner of Property)

By _____ (Contractor)

For _____ (Work/Materials)

the same being situated in Jefferson County, Wisconsin, more particularly

described as: _____

_____ (Address/legal description)

For ALL labor performed and for ALL materials furnished for the erection, construction, alteration or repair of said building and appurtenances, except: _____

_____ (If partial, please describe)

Dated this _____ day of _____, 2014.

Contractor/Company Name

Signature

Printed Name & Title



CONTRACTOR'S COMPLETION AFFIDAVIT

Owner:

Property:

General Contractor:

Escrowee: Fidelity Land Title, Ltd.

The undersigned, _____, being first duly sworn, deposes and says:

1. That he is the _____ (title) of _____ (company) which is the General Contractor that has contracted to construct, or cause to be constructed, certain improvements ("Project") on the above-referenced property ("Property").
2. The undersigned, employed various contractors, subcontractors and/or suppliers, who have furnished services, labor, or materials used on the Project.
3. Said construction was fully completed on _____ and that all charges and costs for labor performed and materials supplied have been paid in full; that the Property is free and clear of all lienable claims whatsoever arising under and by virtue of said construction, except as follows: (if none, state none) _____, and the undersigned agrees to hold Escrowee harmless from any and all loss, costs, damage and expenses of every kind, including attorney's fees, which Escrowee shall or may suffer under its said policy or policies now to be issued, or any reissue, renewal or extension thereof, or new policy at any time issued upon the Property, part thereof or interest therein arising directly or indirectly, out of or on account of any such construction liens.
4. That no chattel mortgages, conditional sale contracts, security agreements, financing statements, retention of title agreements or personal property leases have been given or are now outstanding as to any materials, fixtures, appliances, furnishings, or equipment placed upon or installed in or upon the aforesaid premises or the improvement thereon.

Dated this _____ day of _____, 20__.

General Contractor

Subscribed and sworn to before me
this _____ day of _____,
20__.

Notary Public, _____
County, Wisconsin. My commission
(expires) _____ (is
permanent).