



INTEGRITY DISBURSING, LLC
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CONSTRUCTION DISBURSING GUIDELINES

“Our goal at Integrity Disbursing, LLC is to provide a smooth and accurate new construction experience. Below is a list of guidelines that will help you throughout the process.”

Documentation Needed at Closing

1. At the time of the construction loan closing, a Disbursing Agreement is required to be signed by the Owner of the project, General Contractor, Lender, and Integrity.
2. The General Contractor and/or the Owner shall provide a cost breakdown, specifying by category/line item the estimated allowances for each facet of the construction.

Instructions for Payment Request Forms

When requesting invoices to be paid, a Payment Request Form must be submitted, with all Original Invoices that need to be paid attached.

The Payment Request Form must contain all of the following information:

1. DATE: Date of Request.
2. PROPERTY: Address where the construction is taking place.
3. OWNER: Person or persons named on the loan, and/or vested on title.
4. GENERAL CONTRACTOR: Person or entity acting as managing party of all construction.
5. PAYEE: Person or entity receiving payment from Integrity.
6. AMOUNT: Amount being paid to Payee by Integrity.
7. COST BREAKDOWN CATEGORY: The category/line item on the Cost Breakdown that will be deducted for payment. If multiple categories/line items will be deducted, then specific amounts from each category/line item must be shown.
8. PAYEE'S SUPPLIER: If the Payee utilized materials that were obtained from a Supplier, then the Supplier must also provide a Material Waiver before the Payee can receive payment.
9. OWNER'S SIGNATURE.
10. GENERAL CONTRACTOR'S SIGNATURE.

Procedures for Draw Requests

1. For a Draw Request to be placed with the lender, Integrity must be provided with the following items:
 - A. An original Payment Request for each contractor to be paid, completed and signed by both the Owner and General Contractor.
 - B. The Original Invoice for work performed and/or materials provided from the contractor

being paid.

- C. If available, an Original Lien Waiver for labor and/or materials provided.
2. Once Integrity has received the Payment Request, then the funds will be ordered from the lender to be deposited in the Construction Disbursing Escrow Account. It is recommended that each draw be for at least \$2,500.00, because some lenders have a minimum draw amount. The usual time for the arrival of the funds is 1-3 business days.
 3. After the funds from the Draw Request are received by Integrity, then all parties receiving payments from the previously submitted Payment Request, will be notified by letter that their funds are available. If a Lien Waiver was provided at the time of submitting the Payment Request, then the payment will automatically be mailed to the recipient. Checks will only be released to whom they are made out to unless arrangements are made ahead of time.

Change Orders

If a line item/category amount on the original Cost Breakdown has been completely utilized, and there is remaining work to be completed in that construction category, then a Change Order must be submitted by the General Contractor and/or Owner to increase that category's amount, from a different line item/category, to cover the remaining construction.

If for any other reason the General Contractor and/or Owner wishes to move money from one construction category to another, then a Change Order must be submitted to Integrity.

All Change Orders must be signed by the General Contractor and/or.

Mechanic Lien Waivers

Lien Waivers must be signed by the person or entity that has supplied labor and/or materials on the construction project, before any payments will be released by Integrity. Lien Waivers are required from all persons or entities providing labor or material, as well as any Supplier providing materials to each person or entity for the construction project.

Construction Disbursing Final Procedures

The General Contractor and/or the Owner must sign a Final Construction Affidavit, indicating that all construction has been performed to project completion, and all funds needed for the project have been fully disbursed.