



File Opening Form

Lender: _____ Loan # _____

Date _____

Submitted by _____ Telephone _____

Email address _____

Borrower Name(s) _____

Project Address _____

City _____ State _____ Zip _____ County _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Cell # _____

Contractor Company Name _____

Contact Name _____

Cell # _____ Other # _____

Email address and/or fax # _____

Submit the following with opening form – CIS will follow up directly with contractor or owner/builder after opening form is received to acquire any additional documents needed to perform the Project Feasibility:

Contractor/owner transaction – copy of general contract

Owner/builder transaction – copy of subcontracts for mechanicals

CIS Budget Form completed

Copy of appraisal and/or inspection report for deferred maintenance items

Copy of preliminary title report

Thank you.