Welcome to Built

built

For Builders

RESIDENTIAL CONSUMER
CONSTRUCTION LOANS

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Introduction to the Leading Software for Construction Lenders

BUILT HAS DIGITIZED CONSTRUCTION LOAN MANAGEMENT.

Built is dedicated to enhancing the borrower construction draw experience. Built provides customers with features like streamlined draw request process, real-time inspection reports, and faster time to funding. The cloud-based platform provides a centralized location to manage all loan activity, creating transparency and efficiency for all parties involved. Managing your draw, inspection and disbursement requests has never been easier.

What to expect

Your new project is setup in Built with loan, property, and inspection information.

You will receive an email prompting you to create a username/password for Built.

After setting up your account, track the progress of your construction loan(s).

You will receive automated email notifications as events occur throughout the life of your loan, keeping you in the loop at all times.

Your final notification comes once your draw is funded. Log in and check on your projects any time!

What you get

Real-time Inspection Report

1-Click Draw Requests

Faster Time to Funding

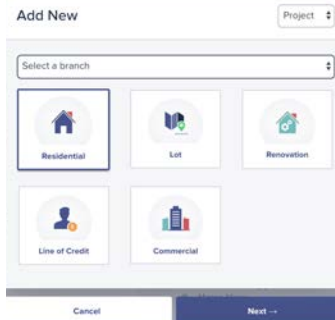Information Transparency

Centralized Access to All Loan Activity
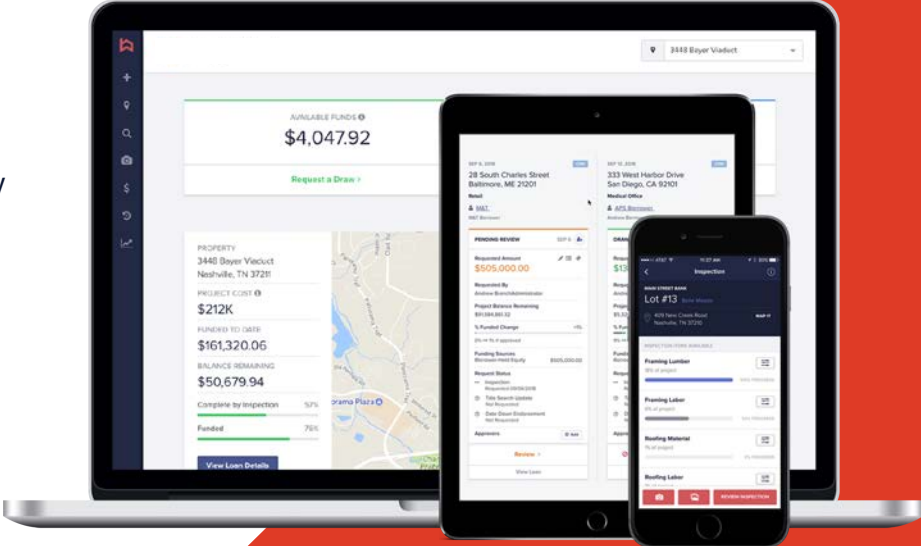
How It Works
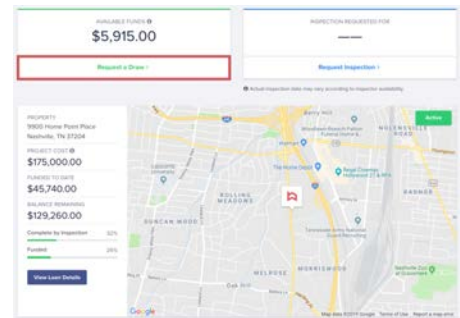
MONITOR YOUR CONSTRUCTION PROJECT ONLINE IN REAL-TIME.

Step 1
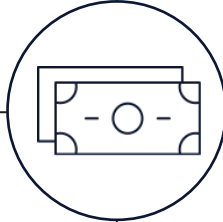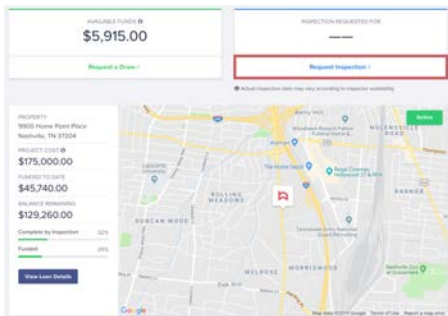
Lender creates the project in Built
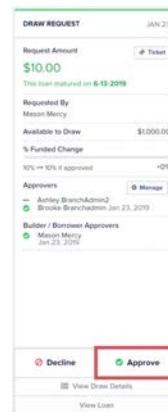
Step 2

You submit a draw request

Step 3

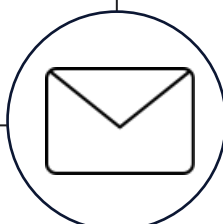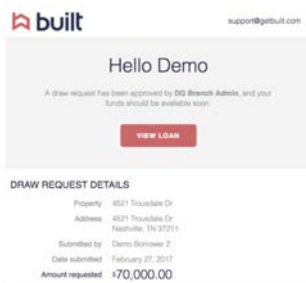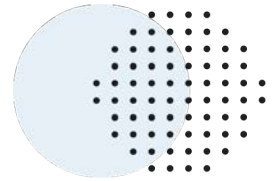Lender requests an inspection and inspector executes requests

Step 4

Borrower and the lender review and approve the draw request

Step 5

Builder/Borrower receives notification of disbursed funds approval

Terminology 101

What does 'draw' mean in built?

Built defines a draw as all the actions or steps that it takes for you to get funded, including requesting an inspection, getting borrower authorization (if necessary), uploading support invoices or receipts, and so on.

What is an inspection? Why is this important in terms of your project*?

In Built, inspections are what release funds based on progress, and draws are the action of requesting the funds that have been released (or that you want released, which would trigger an inspection). So it's a round and round cycle of inspections that release funds for a draw, or draws that trigger an inspection, happening multiple times over the life of the project and can be initiated by several parties. You might enter this cycle at a variety of points depending on the workflow of your financial institution.

*The term Project is used frequently used interchangeably with Loan

Key Players

Borrower
The individual who's house you are building. This will be the key contact point with the Lender, but depending on their preferences and Lender policies, you may be asked to request draws, have access to financials, and more.

Builder
That's you! If you are receiving this packet you are the main builder on a construction loan.

Inspector
The individual who will periodically check on your construction progress and report back to the lender. Their progress reports are essential to releasing funds for your project -- the more that they see as complete, the more dollars will be available for you to draw on.
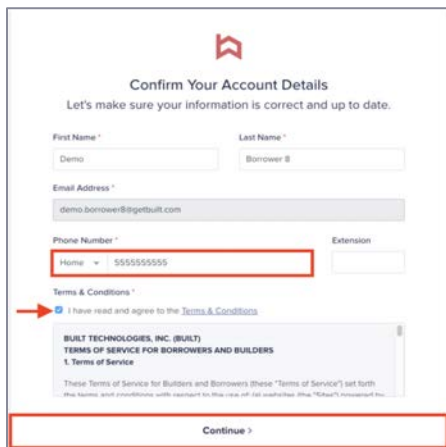
Getting Started in Built
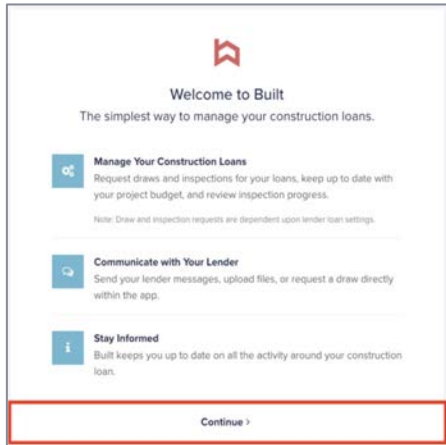
Logging in for the first time

When you log into Built for the first time, you will land on the Built "Welcome" page.
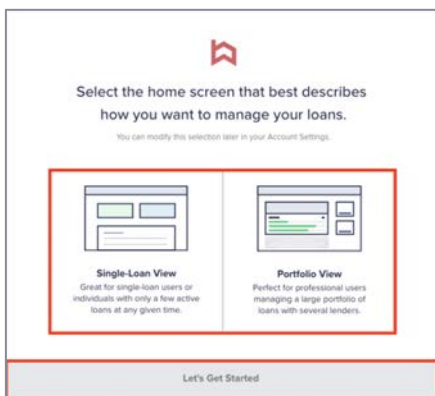
Click the "Continue" button.

You can make changes to your Account Details upon first login. If a phone number was not provided when your information was added to Built, you will be required to add one.

You are blocked from updating your email address until your account is completed.

Click the checkbox to agree to the Terms & Conditions and click Continue.

Select the Portfolio View and click Let's Get Started. We recommend this view for most Builders of your type of projects.

Feel free to try out the Single-Loan view, but this training content will focus you on the single loan view
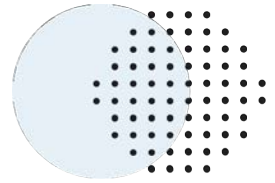
Requesting Inspections

Lenders can choose to schedule inspections in three ways:

- Automatically once a month
- Automatically twice a month
- On demand / as-requested basis

If your project is set up to be inspected on-demand, you can request them from several locations (similar to requesting a draw):

1. **Dashboard:** from the Dashboard, click Request Inspection in the top right corner
2. **Loan / Project Page:** access this page either by clicking View Loan Details from the Dashboard, or by using the Find Loans button (magnifying glass) on the left side navigation side bar. Once on the Loan / Project page, click Request Inspection from the top right corner
3. **Inspections Requests Screen:** click the camera icon on the left side navigation bar, select the checkbox for the loan you'd like to draw from and then click Review & Submit in the bottom right corner

If you don't see the option to request an inspection, that indicates that your Lender has opted to manage the scheduling for your construction project and you will not need to schedule your own.

Note: These instructions may not apply in all situations. Lender policies regarding requesting inspections may vary. For instance, your lender may mandate that all inspections are scheduled/requested internally by the lender. Or your lender may place all loans on a specific schedule and not allow for on-demand requested inspections. Please contact your lender for more information on policies related to draw inspections.

If requesting from the Dashboard or Loan / Project Page

Click on the Manage Inspections button to open the Inspections Requests page.

Once on the Inspections Requests Screen

Check the box beside the project that you'd like to schedule an inspection for. If you have multiple loans and want to request an inspection for all properties, click the checkbox in the column header.

Click Review and Submit.

Once on the Review and Submit pop-up page

Select the date you would like the inspection to occur by clicking the date field. Built will default by entering in the next business day, subject to input from the inspection agency.

If you would like to add a comment for the inspector, click the "Comment" button to the right of each property. If you need to provide the inspector with lockbox information you can do that by clicking the "Lockbox" button.

Once you have selected your date and added any comments/lockbox info, click on the "Confirm" button.
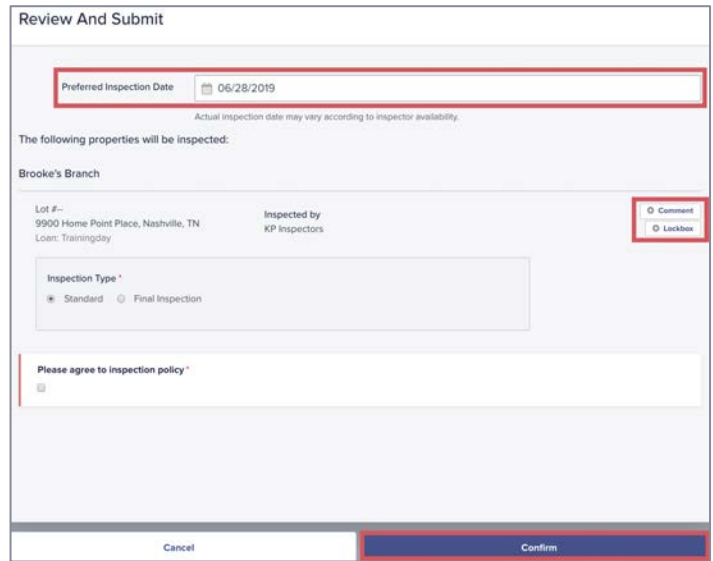

An inspection request email notification will be sent to the inspector and the Request will be added to his/her schedule for the date that you specified above.
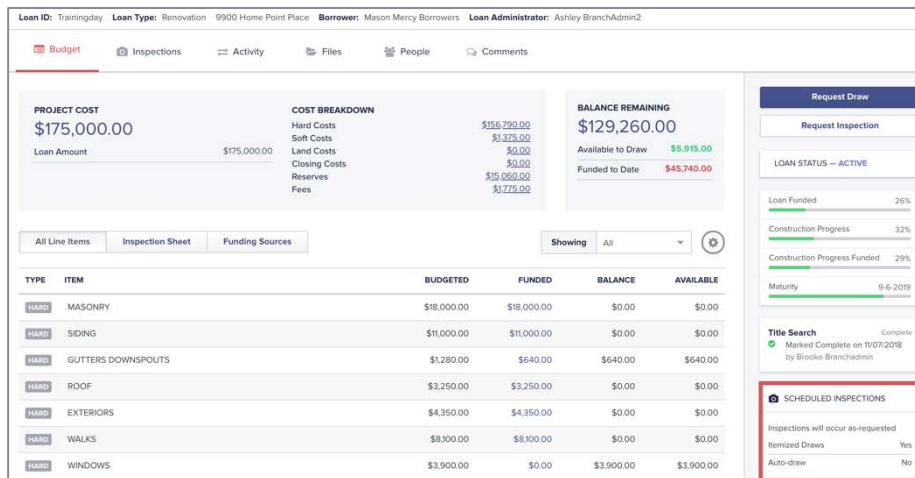
If your inspections are set to be scheduled regularly

You can check for the next scheduled inspection before requesting out of cadence.
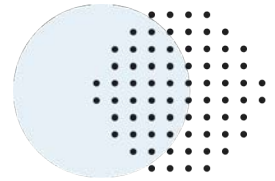
Go to the "Inspection Request" screen by clicking the camera icon on the left hand tool-bar.
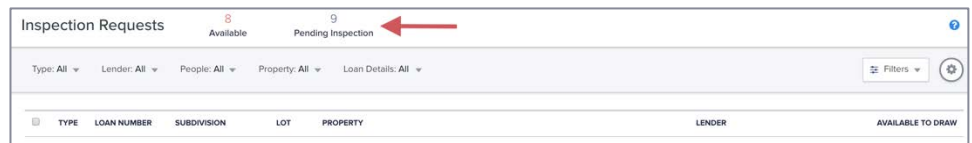
Or finding the "Scheduled Inspections" box on within an individual project.

Here you will see any upcoming inspections.

Viewing Inspection Progress

After an Inspector/Appraiser completes their documentation using the Built Mobile App, the Construction progress and photos are uploaded into Built.

To find inspection progress:

Go to the individual loan.

Click on the "Inspections" tab of the "Loan Overview" page to view the inspection details from a completed inspection.

The page will display the inspection number, date completed, how many line items were inspected, the funds that are released, the percent change for construction and the updated construction percent.

To view the progress uploaded by the inspector as well as any images:

Click the number in the Items column to expand the inspection information.

Each line item that was given construction progress will display with the previous percent, the percent change and the current progress percent.

Click on an image to view and use the scroll arrows to scroll through all images from the inspection.

Requesting a Draw

You can request draws from several locations:

1. **Dashboard:** from the Dashboard, click Request a Draw in the top left corner
2. **Loan / Project Page:** access this page either by clicking View Loan Details from the Dashboard, or by using the Find Loans button (magnifying glass) on the left side navigation side bar. Once on the Loan / Project page, click Request a Draw from the top right corner
3. **Draws Screen:** click the $ on the left side navigation bar, select the checkbox for the loan you'd like to draw from and then click Review & Submit in the bottom right corner

If requesting from the Loan / Project Page

Click Request a Draw. In the new window that pops up, your available funds will show in the top right.

- Non-itemized Draws: enter the amount in the Requested column

- Itemized Draws: select Itemize Draw on the far right of the line of the project. A pop up will show up allowing you to enter in the amount you would like to request on each line.
  Note: Even if a line says "$0 available to fund" you may request against that line anyway. This may then prompt an inspection request by yourself or your lender.

If your Lender allows, you may be displayed an option to schedule an inspection.

E-Sign by placing a check in the checkbox in the Authorization section and click the Submit button.

If requesting from the Dashboard or Draws Screen

You will see a list of all projects that are either available to draw on or are awaiting authorization or approval. Check the box next to the loan you want to draw from.

- Non-itemized Draws: enter the amount in the Requested column

- Itemized Draws: select Itemize Draw on the far right of the line of the project. A pop up will show up allowing you to enter in the amount you would like to request on each line.
  Note: Even if a line says "$0 available to fund" you may request against that line anyway. This may then prompt an inspection request by yourself or your lender.

Click Review & Submit and then E-Sign by placing a check in the checkbox and click Submit.

Viewing Loan Activity

If you would like to view transaction history or see how funds are made available, click on the Activity tab while viewing an individual loan.
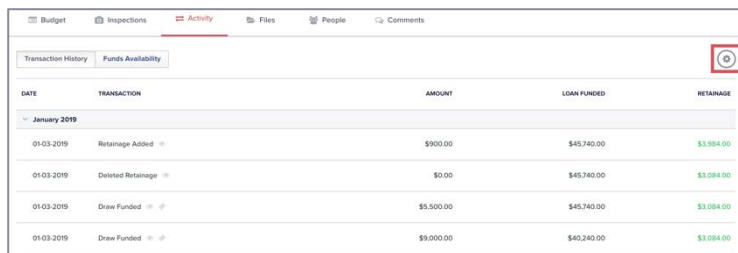
When you select Activity there are two tabs:

1. Transaction history
2. Funds availability

Transaction History

The page will default to the Transaction History tab (shown below) which will show all transactions that have occurred on the loan.

If there is equity on the loan, the Transaction History page will show the Equity Balance as well as what was funded from the loan.

Click the gear icon and select Export to download an Excel file of the transaction history.

To view the transaction details click on the eyeball icon next to the transaction description.

Funds Availability

This tab will display inspections that have been completed or manual item overrides that the lender may enter, fees, all draws that have been processed, as well as change the order, modifications to funding sources, etc.

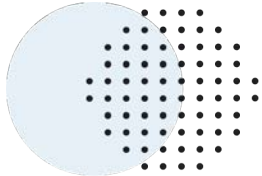This page will keep a running tally of what funds are available to draw.

You can export this information as well by clicking the gear icon in the upper right corner and selecting "Export".

Online Training Materials

http://assist.getbuilt.com

Here you can find EVEN MORE step-by-step 'how to' guides. Visit this site and select the For Borrowers/Builders category on the right hand side, or simply type some key words into the search bar and hit enter.

Questions?

CONTACT US AT
SUPPORT@GETBUILT.COM