



OLYMPIA MORTGAGE & INVESTMENT COMPANY, INC.

1740 E. Main St. A102 Grass Valley, CA 95945
phone: (530) 272-3030 fax: (530) 272-9800 web: www.omici.com

Construction Draw Request Form

EXAMPLE

Date: 11/28/2009

Loan # **1234** Borrowers Name: **John Doe**

Contact Phone# **(530) 123-4567**

E-mail Address: **johndoe@123.com**

Mailing Address: **1234 So Named St., City, State, Zip**

Property Address: **55555 Somewhere Rd. , City, State**

Cross Street: **Anywhere Drive**

Special Access Needs:(ie: locked gate code, guard dog,etc...)

Please provide a description and attach supporting invoices(s) and documentation.
Include mailing address of payee/vendor if payment(s) are to be mailed.

	Payable to (vendor or borrower)	Mail to (vendor or borrower)	Pick up by (vendor or borrower)	Vendor Name	Budget #	Amount
1	Vendor		Borrower	Caseywood (Balance on Lumber)	401	\$1,534.00
2	Vendor		Vendor	Anderson Window Co. (Deposit on Windows)	602	\$4,300.00
3	Vendor	Vendor		Byers Roofing (material & Labor)	605	\$15,000.00
4	Vendor		Borrower	Johnston Construction (framing Labor)	402	\$25,000.00
5	Borrower		Borrower	John Electrical (rough electrical reimbursement)	502	\$6,351.07
6						
7						
8						
9						
10						
11						
12						
Grand Total						\$52,185.07

Call when ready: Contact: John or Jane Doe 530-123-4567

- *Note: A 48 HOUR turn around time for all draws is required-NO EXCEPTIONS!
- *Note: On Staged Funded Loans - We need 10 to 15 Business Days for Additional Funding!
- *Note: We will not accept draws for less than \$1,500.
- *Note: We must have supporting invoices and Budget number.

John L. Doe 11/28/2013

Borrower Signature Date

DRE #01325631

STAGED FUNDING REQUEST	
AMOUNT REQUESTED:	50,000.00
Amount Remaining To Fund:	100,000.00
Staged Funding Date:	_____

****Draws and Stage Funding will NOT be processed without a Signature**