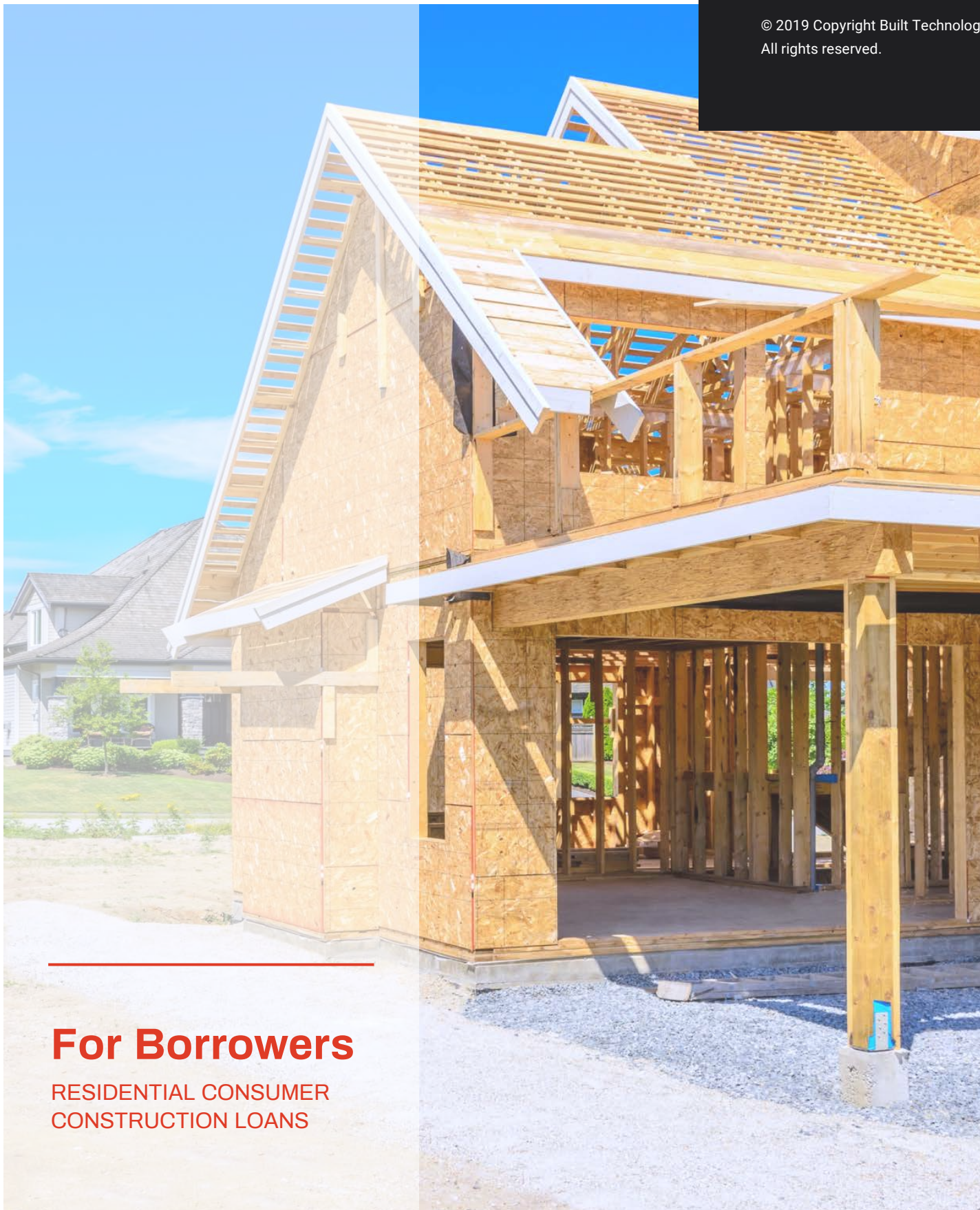


Welcome to Built



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For Borrowers

RESIDENTIAL CONSUMER
CONSTRUCTION LOANS

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Introduction to the Leading Software for Construction Lenders

BUILT HAS DIGITIZED CONSTRUCTION LOAN MANAGEMENT.

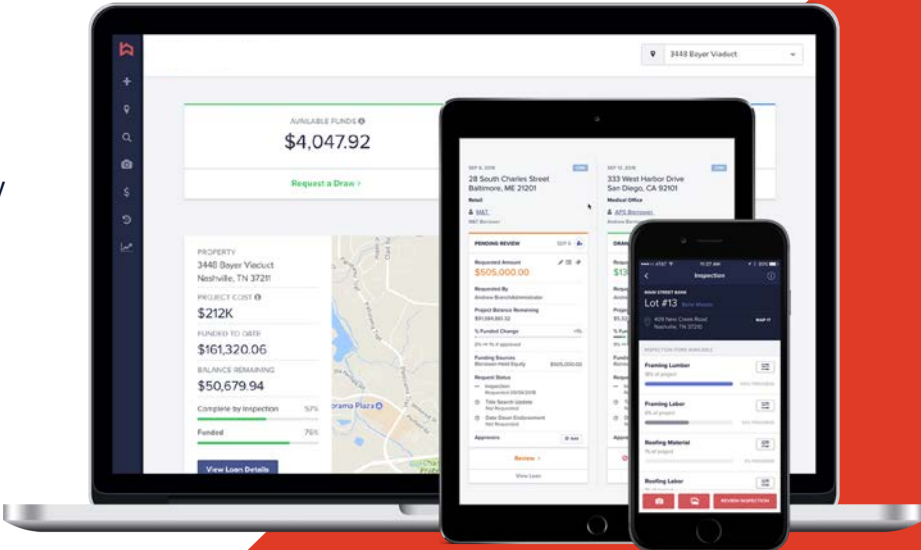
Built is dedicated to enhancing the borrower construction draw experience. Built provides customers with features like streamlined draw request process, real-time inspection reports, and faster time to funding. The cloud-based platform provides a centralized location to manage all loan activity, creating 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

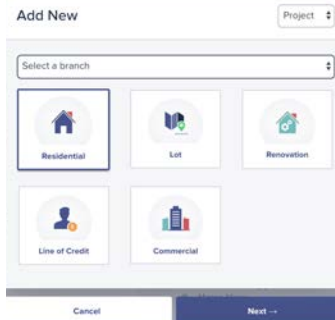


How It Works

MONITOR YOUR CONSTRUCTION PROJECT ONLINE IN REAL-TIME.

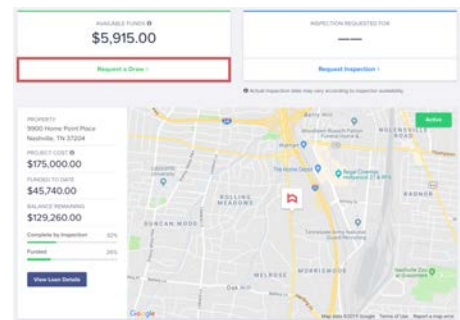
Step 1

Lender creates your loan in Built



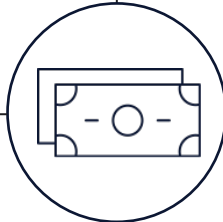
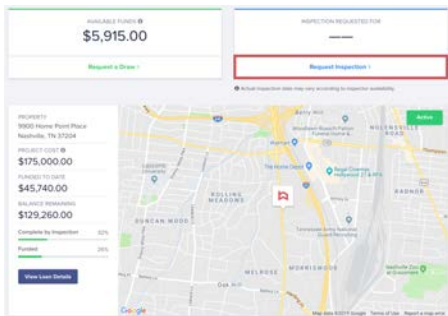
Step 2

Builder submits a draw request



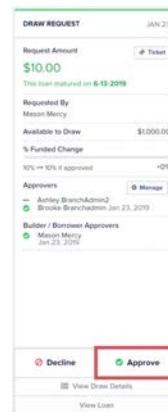
Step 3

Lender requests an inspection and inspector executes requests



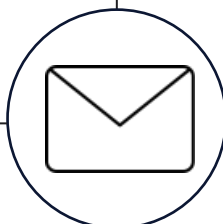
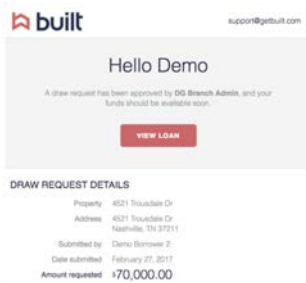
Step 4

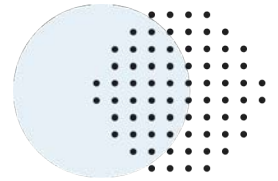
You and your lender review and approve the draw request



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

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



Builder

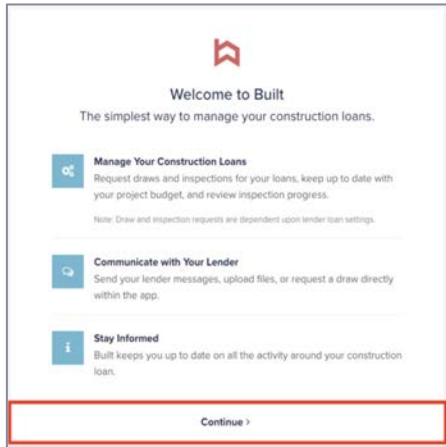
This person is the builder/contractor that you hire to manage and execute the construction on your home. Depending on how your lender is setup, that builder can either be a very active part of your project or they are simply given transparency to where the project is at any given time.



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.

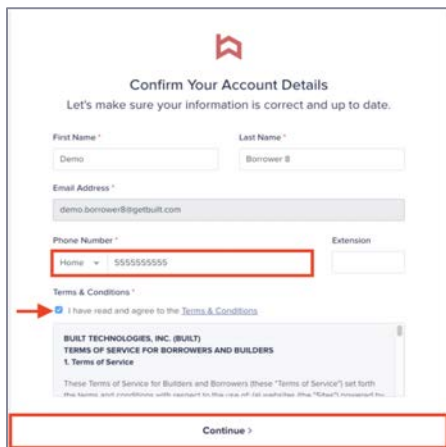
Getting Started in Built



Logging in for the first time

When you log into Built for the first time, you will land on the Built “Welcome” page.

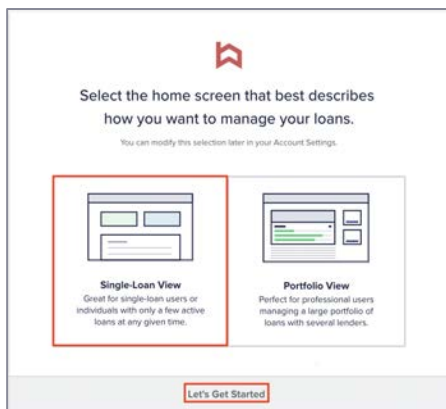
Click the “Continue” button.



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.

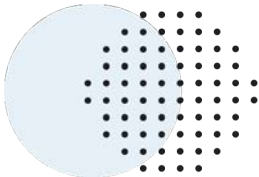
Click the checkbox to agree to the Terms & Conditions and click Continue.



Select the Single-Loan View and click Let’s Get Started. We recommend this view for most borrowers of your type of projects.

Feel free to try out the Portfolio view, but this training content will focus you on the single loan view

Dashboard



The dashboard screen is where you always start your work in Built. Let's do a quick tour.

- 1 **Available Funds:** shows amount available to draw, if funds have been released by the Lender. Clicking Request a Draw will initiate a request to the Lender.
- 2 **Loan Quick View:** displays common loan details including property address, project cost, funded to date and remaining balance.
- 3 **View Loan Details:** clicking here will take you to the project overview page with more specifics about the project including Activity, People, and more.
- 4 **Inspection History and Contacts** (people assigned to the project)
- 5 **Project Toggle:** if you have more than one project, you can use this to switch between projects
- 6 **Inspection Requests:** displays the date of the next inspection. If your Lender allows, a Request Inspection button will display here.
- 7 **FAQs:** a helpful resources as you are getting started in Built. For more support information, visit assist.getbuilt.com.

Requesting a Draw

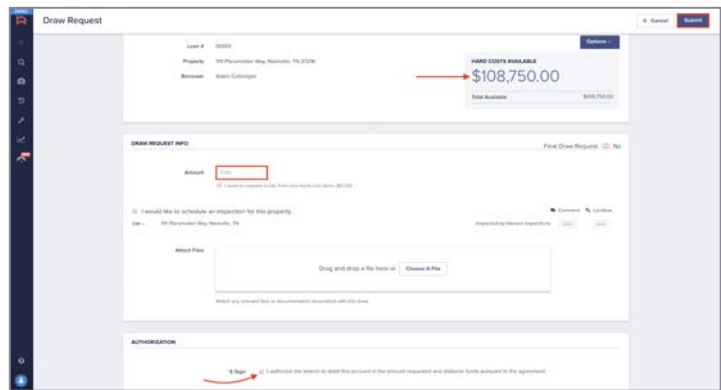
You can request draws from several locations:

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 Dashboard or Loan / Project Page

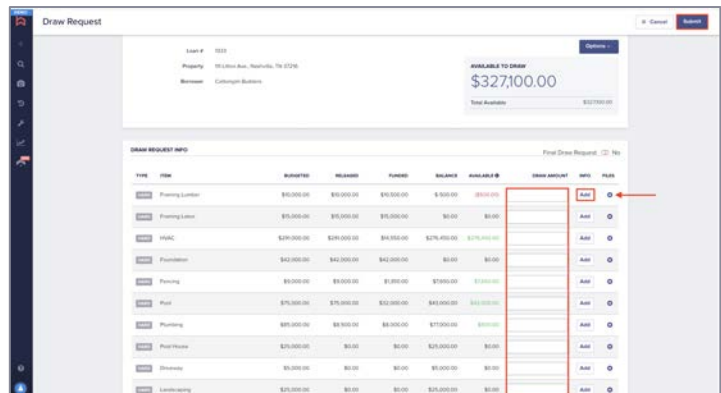
Click Request a Draw. In the new window that pops up, your available funds will show in the top right corner.

- Non-itemized Draws: enter the amount you would like to request in the Amount field. If you are drawing from non-hard costs, check the box below Amount to add other lines from which you may be able to draw
- Itemized Draws: enter the amount for each line item. You can add information to each line item including notes and any files or invoices that relate to an individual item



If your Lender allows, you may be displayed an option to schedule an inspection. See next section for detail on scheduling inspections.

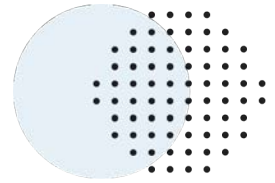
E-Sign by placing a check in the checkbox in the Authorization section and click the Submit button.



If requesting from the Draws Screen

- Non-itemized Draws: enter the amount in the Requested column
- Itemized Draws: click the icon beside the Requested field to View Draw Items. Enter the amount per line item and click Confirm.

Check the box next to the loan that you want to draw from and click Review & Submit. E-Sign by placing a check in the checkbox and click Submit.



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):

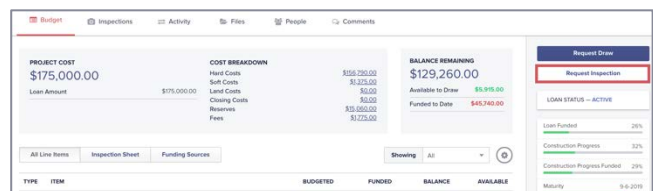
1. **Dashboard:** from the Dashboard, click Request Inspection in the top right corner
2. **Loan / Project Page:** access this page either by clicking View Loan Details from the Dashboard, or by using the Find Loans button (magnifying glass) on the left side navigation side bar. Once on the Loan / Project 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.

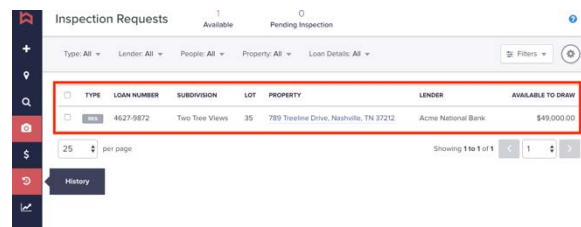
If requesting from the Dashboard or Loan / Project Page

Click on the "Request Inspection" button to open the window to Review and Submit.



If requesting from the Inspections Requests Screen

Check the box beside the project that you'd like to schedule an inspection for and click Review and Submit.



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.

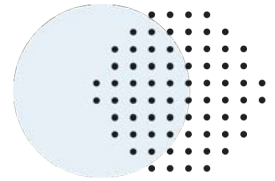
If your inspections are set to be scheduled regularly

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.

PROJECT COST		COST BREAKDOWN	
PROJECT COST	\$175,000.00	Hard Costs	\$156,790.00
Loan Amount	\$175,000.00	Soft Costs	\$1,375.00
		Land Costs	\$0.00
		Closing Costs	\$0.00
		Reserves	\$15,060.00
		Fees	\$1,775.00

COMPLETED	INSPECTION	ITEMS	RELEASED	CHANGE	CONSTRUCTION
11/08/2018	Inspection 3	4	\$19,040	22.16%	41.83%
11/06/2018	Inspection 2	2	\$15,140	9.66%	19.67%
11/07/2018	Inspection 1	3	\$15,700	10.0%	10.0%

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.

ITEM	PREVIOUS	± CHANGE	CURRENT
MASONRY	50%	50%	100%
SIDING	50%	50%	100%
GUTTERS DOWNSPOUTS	50%	50%	100%
WINDOWS	0%	100%	100%

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.

PROJECT COST		COST BREAKDOWN	
PROJECT COST	\$175,000.00	Hard Costs	\$156,790.00
Loan Amount	\$175,000.00	Soft Costs	\$1,375.00
		Land Costs	\$0.00
		Closing Costs	\$0.00
		Reserves	\$15,060.00
		Fees	\$1,775.00

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.

DATE	TRANSACTION	AMOUNT	LOAN FUNDED	RETAINAGE
January 2019				
01-03-2019	Retainage Added	\$900.00	\$45,740.00	\$3,084.00
01-03-2019	Deleted Retainage	\$0.00	\$45,740.00	\$3,084.00
01-03-2019	Draw Funded	\$5,500.00	\$45,740.00	\$3,084.00
01-03-2019	Draw Funded	\$9,000.00	\$40,240.00	\$3,084.00

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.

January 2019	
01-03-2019	Retainage Added

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

Funds Availability

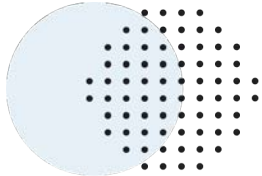
This tab will display inspections that have been completed or manual item overrides that the lender may enter, fees, all draws that have been processed, as well as change the order, modifications to funding sources, etc.

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".

DATE	TRANSACTION	CONSTRUCTION	AMOUNT	AVAILABLE
11-06-2018	Initial Progress	20%	\$15,140.00	\$32,215.00
11-06-2018	Initial Funding	20%	\$-15,140.00	\$17,075.00

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.

The screenshot shows the 'built' website interface. At the top left is the 'built' logo. At the top right is a 'Go to Built' link with an external icon. Below the logo is the text 'Advice and answers from the Built Team'. A search bar contains the text 'Search for articles...'. Below the search bar are two article collections. The first collection is titled 'For Borrowers/Builders', has a bookmark icon, and contains 1 article written by Paul Dantam. The second collection is titled 'General', has a bookmark icon, and contains 7 articles written by Paul Dantam and Sakiba Dzelil.



Questions?

CONTACT US AT
SUPPORT@GETBUILT.COM