

Welcome to built



 **WaFd** Bank

For Builders

Member
FDIC


EQUAL HOUSING
LENDER

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Introduction to the Leading Software for Construction Lenders

BUILT HAS DIGITIZED CONSTRUCTION PROJECT MANAGEMENT

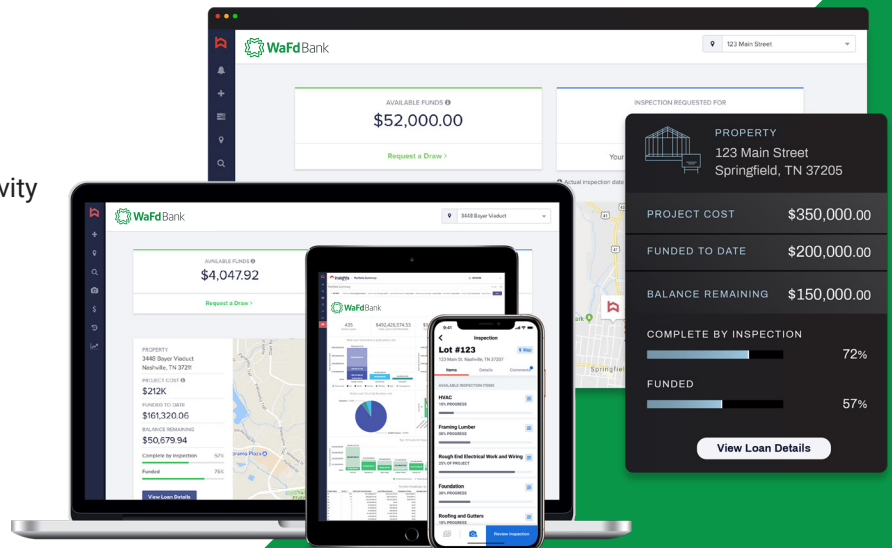
WaFd adopted Built, a construction lending technology platform, to power their draw process. Built provides customers with features like streamlined draw request process, real-time inspection reports, and faster time to funding. The cloud-based platform provides a centralized location to manage all project 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 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 projects.
- You will receive automated email notifications as events occur throughout the life of your project, 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 Project Activity

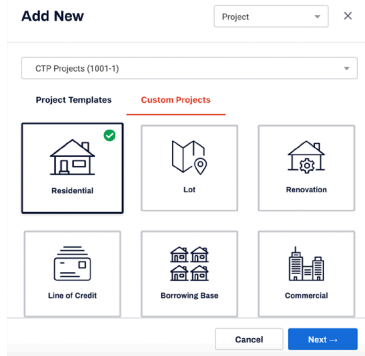


How It Works

MONITOR YOUR CONSTRUCTION PROJECT ONLINE IN REAL-TIME.

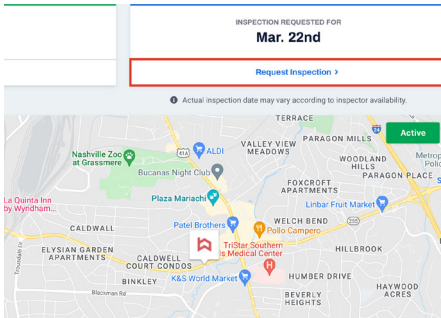
Step 1

Lender creates your project in Built



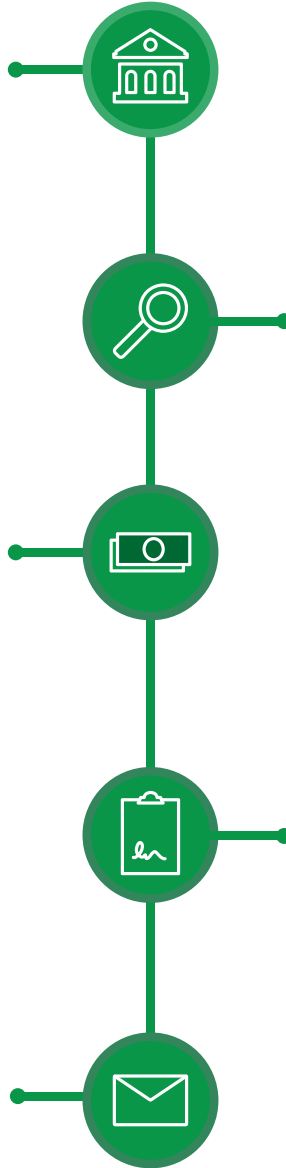
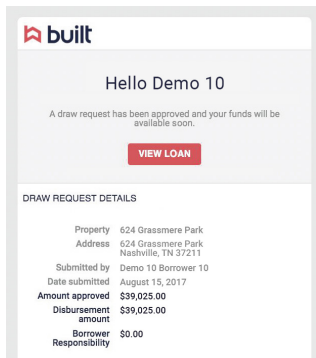
Step 3

Lender requests an inspection and inspector executes requests



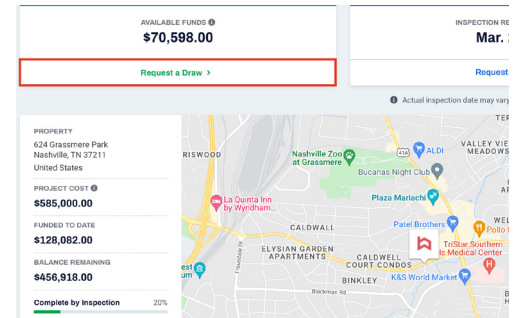
Step 5

Builder/Borrower receives notification of disbursed funds approval



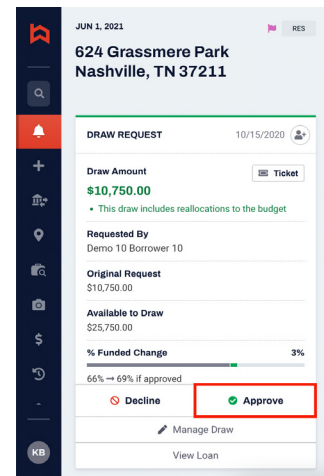
Step 2

Builder submits a draw request



Step 4

You and the lender review and approve the draw request



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.

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

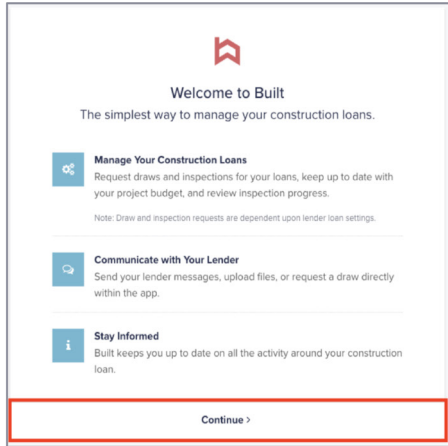
That's you! If you are receiving this packet you are the main builder on a construction project.



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.

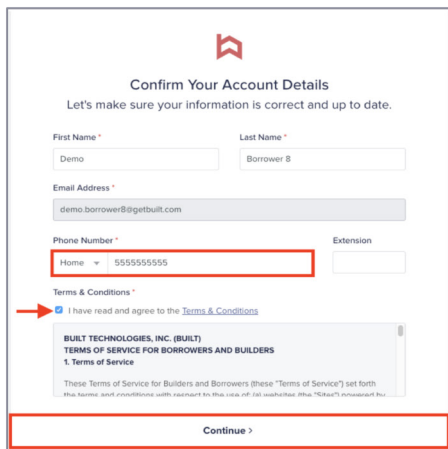
Getting Started in Built



Logging in for the first time

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

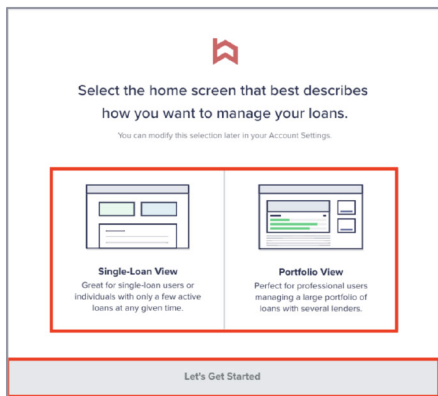
Click the Continue button.



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.

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. 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 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 project 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 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, lender may mandate that all inspections are scheduled/requested internally by the lender. Or lender may place all projects on a specific schedule and not allow for on-demand requested inspections. Please contact 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 projects and want to request an inspection for all properties, click the checkbox in the column header.

Click Review and Submit.

TYPE	LOAN NUMBER	SUBDIVISION	LOT	PROPERTY	LENDER	AVAILABLE TO DRAW
---	---	---	25	4413 Grassy White Pike, Nashville, TN 37204	Brooke Bancorp	---
---	---	---	29	2238 Pecos Neche Pecos Neche, Camarillo, CA 93022	Brooke Bancorp	---
---	---	---	---	1915 Beechwood Ave, Nashville, TN 37202	Brooke Bancorp	---
---	---	---	---	1058 Pine St #452, Nashville, TN 37203	Brooke Bancorp	---
---	---	---	---	2137 Denmouth Ave, Columbus, OH 43219	Brooke Bancorp	---
---	---	---	---	9900 Home Point Place, Nashville, TN 37204	Brooke Bancorp	\$5,915.00
---	34587650000	---	---	624 Grassmere Park, Nashville, TN 37211	DG Demo Bank	\$0.00
---	---	---	---	6500 Post Road, North Kingstown, RI 02882	Brooke Bancorp	---

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 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 project.

Click on the Inspections tab of the Project 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	3	\$15,340	9.66%	19.67%
11/07/2018	Inspection 1	3	\$15,700	10.01%	10.01%

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.

COMPLETED	INSPECTION	ITEMS	RELEASED	CHANGE	CONSTRUCTION
11/08/2018	Inspection 3	4	\$19,040	22.16%	41.83%

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

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. Project Page:** access this page either by clicking View Project Details from the Dashboard, or by using the Find Projects button (magnifying glass) on the left side navigation side bar. Once on the 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 project you'd like to draw from and then click Review & Submit in the bottom right corner.

If requesting from the 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.

TYPE	ITEM	BUDGETED	RELEASED	FUNDED	BALANCE	AVAILABLE	DRAW AMOUNT	INFO	FILES
HARD	Demo	\$13,500.00	\$13,500.00	\$12,825.00	\$675.00	\$675.00		Add	
HARD	Excavation	\$14,500.00	\$14,500.00	\$5,000.00	\$9,500.00	\$9,500.00		Add	
HARD	Concrete	\$31,000.00	\$31,000.00	\$4,000.00	\$27,000.00	\$27,000.00		Add	
HARD	Steel	\$5,200.00	\$5,200.00	\$4,940.00	\$260.00	\$260.00		Add	
HARD	Masonry	\$2,900.00	\$2,900.00	\$0.00	\$2,900.00	\$2,900.00		Add	
HARD	Rough Carpentry	\$17,800.00	\$0.00	\$17,800.00	\$0.00	(\$17,800.00)		Add	
HARD	Lumber	\$21,600.00	\$0.00	\$0.00	\$21,600.00	\$0.00		Add	
HARD	Windows (Hold Harmless)	\$15,750.00	\$7,875.00	\$0.00	\$15,750.00	\$7,875.00		Add	
HARD	Roofing	\$38,200.00	\$0.00	\$0.00	\$38,200.00	\$0.00		Add	

If the 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 project 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, 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.

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. Below the logo is the text 'Advice and answers from the Built Team'. A search bar is present with the placeholder text 'Search for articles...'. Below the search bar are two article collections:

- For Borrowers/Builders**: 1 article in this collection, Written by Paul Dantam.
- General**: 7 articles in this collection, Written by Paul Dantam and Sakiba Dzelil.

Thank you!



Questions?

Please contact your WaFd Relationship Manager.

