



## CONTRACTOR'S RESPONSIBILITIES

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### 203(k) Renovation

- You must start work within 30 days of closing.
- Work must not sit dormant for 30 days.
- Work must be completed within 9 months of closing.
- Contractor must request and submit change orders for approval of any health/safety issue changes to the original bid.
- Contractor must submit draw request for release of payment.
- All checks will be delivered and made payable to contractor.
- Maximum of 5 draw requests allowed.
- Once all the work is completed Michigan Mutual, Inc. requires the following documents to be faxed or emailed.
  - **Final Draw Request**
  - **Lien Waiver**
- Contractor will receive the final balance owed once work is completed by all contractors (if applicable) and acceptable final inspection is performed by approved appraiser.

**Borrower Name:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_

**Borrower Address:** \_\_\_\_\_

**If you have any questions or concerns please contact Michele Miner**

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**Michigan Mutual, Inc.**

203(k) Team

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