



Info@al essi a.com

Fax: (719) 540-2781

Ordered By: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Phone: _____ Fax: _____

E-Mail: _____

FHA 203K CONSULTANT WORK WRITE-UP

Architectural - Engineering

Date: _____ Borrower : _____

Property Address: _____

Legal Description: _____

FHA Case No: _____ DUE DATE: _____

Inspection Date:

Delivery Method

Fax



Postal



E-mail



Select Preferred Method(s)

Info@alessi3a.com

Interior Inspection: (Lock Box Code, Board Key, etc.) _____

Please Notify us of existing **Access Restrictions:** (Dogs, Locked Gates, Gate Code, etc.)

COMMENTS: _____

ILC Information and Terms

Purpose of ILC – To facilitate requirements of title involving purchase or refinance of a property, the surveyors certificate reflects the same. All other use is not the intent of an ILC.

Plot Plan – Plot Plan can be performed using the same criteria as an ILC without Certification.

Locate Existing Property Corners (non Certified, non Verified)- For an additional Land Surveying Service we can Locate and Mark existing property corners. It is possible that no property corners exist at time of inspection, although the same fee is imposed. At this time the client can have a Certified Land Survey Performed. Our fee will be credited toward a Certified Land Survey.

Title Work – We request that our clients supply us with the proper title work for an ILC. We Require the Schedules A and B2 in order to provide an accurate ILC.

Access Restrictions (Gates, Dogs, etc.) – Owners/Tenants should be notified or our inspection. When access is completely restricted a Trip Fee or reschedule fee will be incurred. Minor Access Restrictions will be noted on the drawing.

Trip Fee – In Some instances Access Restrictions may prevent us from performing an ILC Field inspection, in this case we may impose a fee. The client will need to grant

access to the property when a inspection can be rescheduled. This can push back the date our drawing will be completed.

Cancellation Fees – Cancellation of an ILC is to be done in writing prior to the due date given. Fees may be imposed based on how much work we have completed. Please notify us when a loan is in jeopardy of not closing, or is transferred to a different lender.

Collection of Fees – We will bill the client at time of completion of the ILC. Client will have a reasonable time after closing to ensure payment. By ordering an ILC you become responsible for collection of fees. It is your responsibility to coordinate payment of these fees with the title companies.

Fee Estimate – Due to the nature of our business we are only able to give exact quotes once we do preliminary research. We will be able to give a general quote based on the what part of the county the property is in. Please give us a call for a quote

Time Frame – Most ILC's will take 3-4 days to complete a drawing. During busy times of the month, or due to weather our time frame may expand. Rush Jobs are possible, but a fee may be imposed. Please call us for our current time frame.

Agreement of ILC Terms

We appreciate the opportunity to work with your company. If this is your first time ordering with us please contact us with any questions you may have, and please send us this signed and completed sheet with your order.

I, (Contact Printed) _____, Being the Authorized agent have read and hereby agree to the terms and fees as stated above and dose hereby authorize Alessi and Associates. to proceed with the scope of work.

Client/Company: _____

Date: _____

Contact Signature: _____