

# Spartan Contracting Services

3744 Glendenning Rd.

Downers Grove, IL. 60515

Fax #: (630) 963-6020 **or** Email: [jmoustis@spartancontractor.com](mailto:jmoustis@spartancontractor.com)

Website: [www.spartancontractor.com](http://www.spartancontractor.com)

## FHA 203(k) Work Write-up Request Form

Attention: John Moustis

Today's Date: \_\_\_\_\_

Contractor's Name & Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contact Name (For Access): Realtor / Homeowner \_\_\_\_\_

Phone #: \_\_\_\_\_

Lender Information (Name of Co.): \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

State and Zip Code: \_\_\_\_\_ Fax #: \_\_\_\_\_

Borrower Information:

FHA CASE NUMBER (If known): \_\_\_\_\_ CLOSING DATE: \_\_\_\_\_

LOAN NUMBER (If known): \_\_\_\_\_

DIRECTIONS: \_\_\_\_\_

BORROWER NAME: \_\_\_\_\_

PHONE # & Email: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

BORROWERS' CURRENT ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_

Property Type:      Condominium \_\_\_\_\_ Multiunit \_\_\_\_\_  
                                 Townhome \_\_\_\_\_ How many units? \_\_\_\_\_  
                                 Single Family \_\_\_\_\_ Any commercial, please explain below? \_\_\_\_\_

Other Information \_\_\_\_\_

Are utilities turned on? \_\_\_\_ Yes \_\_\_\_ No Approximate Cost of Improvements (Please answer): \_\_\_\_\_

Is home currently being occupied? \_\_\_\_ Yes \_\_\_\_ No

Request Date of Work Write-up to be performed: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

---

**\* PRINT NAME OF PERSON REQUESTING INSPECTION AND SIGN HERE \***

**NOTE:** In order to performed new construction/addition inspections, the following exhibits are required (Please do not fax):

1. Complete set of building plans for the subject property (s).
2. Plat of survey for the subject property (with building line plotted) for each foundation. **Single Family Only**
3. Complete description of materials. Plus cabinet layout/drawings with material costs.
4. Full copy of purchase agreement for the subject unit(s), including any work owner plans to credit you.
5. FHA Builder Cert. Forms 92541 and Warranty Form 92544.

**Note:** Completion of this form guarantees payment of any fees related to the 203(k) feasibility/work write-up/draw inspection to the consultant John Moustis (plus .50 a mile over 30 miles) immediately, regardless of whether or not the loan closes. See fee sheet as part of the consultant agreement. Utilities turned off require a 20% contingency reserve fund. Please supply any contractor agreements or plans or home inspections completed for the subject property prior to my visit.  
*Please answer all questions!*

**Also, payment is due at time of inspection & please gives us at least a 48-hour advance notice for all requests.**