

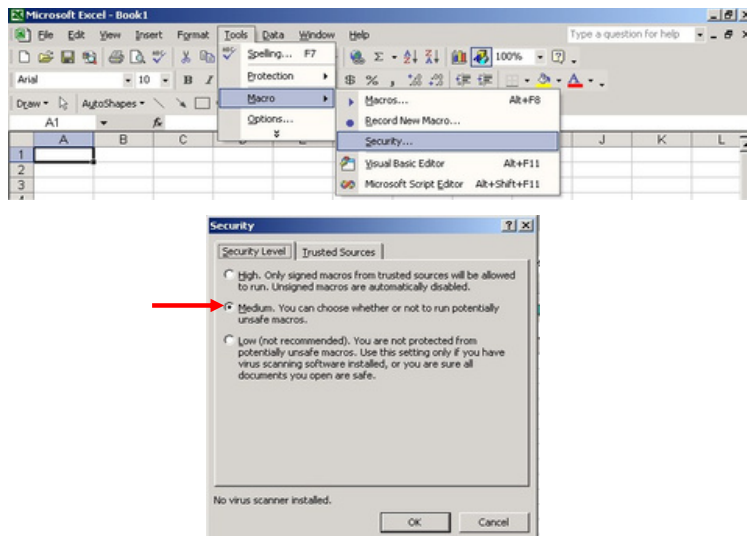
Interactive Sworn Statement Program

This program is created in Excel and uses macros extensively. Therefore, you may need to change your macro security levels in Excel in order for the program to work properly.

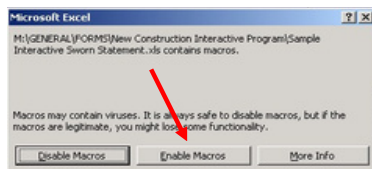
To check your security level you should first open your Excel program with a blank workbook.

Select > **Tools** > Macro > Security

On the “Security Level” tab choose “Medium” security. Once you change the macro security level, you will have the option to either enable or disable macros that are contained within the document you have selected to open.



Once you have changed the security level, open the document called Interactive Sworn Statement.xls on the enclosed New Construction Interactive Disc. When you open this file, you will get a dialogue box giving you the option to disable or enable macros. You **must** enable macros for this program to work properly.



There are six available sheets in this workbook. This entire workbook is set to automatically populate, merge, and calculate all columns and rows once you enter the requested information. More detailed instructions will follow these brief descriptions below.

Input Page

- This is where you will input all the information relating to the construction project.
- All the information entered on this sheet, will merge into other documents within the workbook (i.e. sworn statement and waiver).

Sworn Statement

- All of the information on this sheet will automatically populate from the information you entered on the Input Page.

Waiver of Lien

- The information from the input page will also automatically merge into the waiver when you hit the "print all waivers" button on the Input Page.

Draw Request Input Page

- This is an additional input page to be used to create a separate Mortgage Draw Request document which will reflect the total funds being requested from the loan proceeds.
- All general information (i.e. subcontractors, improvements furnished, contract amount, and adjusted contract amount) will automatically merge from the Input Page. The only thing to enter in the appropriate column on this form is the amount of your current draw request.

Draw Request

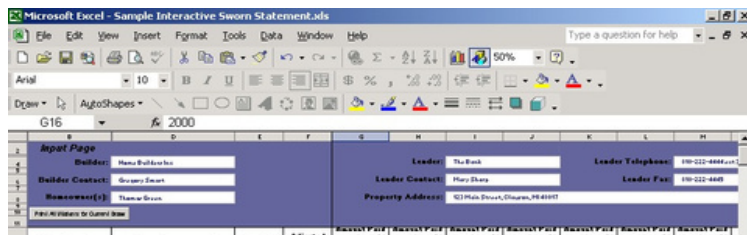
- All of the information on this sheet will automatically populate from the information on the Draw Request Input Page.

Blank Waiver

- This sheet will give you the ability to print blank waivers if you do not need or want the information to automatically merge into the Waiver.

Input Page

At the top of the Input Page, begin entering information regarding the project (eg. builder, lender, homeowner, property address, etc). The information entered on this sheet will automatically merge into the Sworn Statement, Waiver, Draw Request Input Page and Draw Request. You should note that whatever you enter in the "builder contact" box is going to print beneath the signature line on the Sworn Statement.



Then you can begin to enter the information that will appear on your Sworn Statement.

First, in column B (rows 16-155), enter the subcontractors and suppliers (you must also include each subcontractor and supplier's address and telephone number) for each improvement furnished on the project. **(Please make sure you press the "Alt" button and the "Enter" button simultaneously. Pressing these two buttons simultaneously will take you to the next line while keeping you in the same cell.)** We have provided you with a list of commonly used types of improvement furnished. If you do not see a description that fits the improvement you have contracted for, you have the ability to make changes to those descriptions but you cannot add or delete rows. Information entered in columns B and D (rows 16-155) will merge into the Draw Request Input Page so that you do not have to re-enter the information.

Next, in column E, enter the contract amount or estimated contract amount for each improvement furnished. Once this amount is entered, you should also see it in the "Adjusted Contract Amount" column. If there is an adjustment to the contract amount, the full adjusted contract amount should be entered only in Column F "Adjusted Contract Amount". **The contract amount column should never be changed.**

Once you have entered all the above general information, you should save the document for future draws. Suggested file names may be either the property address or the homeowner's name. 3

Microsoft Excel - Sample Interactive Sworn Statement.xls

List all Subcontractors/Suppliers including their address and telephone number for this project along with type of improvement.

Enter the actual contract amount or estimated contract amount.

This will automatically merge from the contract amount. Only change it if there is a change in the original contract amount.

Subcontractor, Supplier or Laborer	Type of Improvement Furnished	Contract Amount	Adjusted Contract Amount	Amount Paid or to be paid to Sub/Suppliers (At Draw 1)	Amount Paid or to be paid to Sub/Suppliers (At Draw 2)	Amount Paid or to be paid to Sub/Suppliers (At Draw 3)
Home Design	Architectural Design	2,000.00	2,000.00	2,000.00		
City of Clawson	Building Permits and Fees	2,000.00	2,000.00	2,000.00		
ABC	Lot Prep - Engineering and Survey	2,000.00	2,000.00	2,000.00		
	Insurance					
	EXCAVATION AND GRADING					
GradeAll	Lot Clearing/rough Grade	3,000.00	3,000.00	3,000.00		
Jeery Stevens	Excavation and Backfill	5,000.00	5,000.00	5,000.00		

Input Page | Sworn Statement | Waiver | Draw Request Input Page | Draw Request | Blank Waiver

In the appropriate column (eg. column G for draw 1; column H for draw 2, etc), enter the amount that has actually been paid to subcontractors or suppliers or is to be paid with the proceeds from the current draw. This amount should not be confused with and may not necessarily be the same as the amount being requested from the loan proceeds.

Enter the date of current draw on row 14.

Microsoft Excel - Sample Interactive Sworn Statement.xls

Date of current request.

Amount paid or to be paid to subs and suppliers.

Subcontractor, Supplier or Laborer	Type of Improvement Furnished	Contract Amount	Adjusted Contract Amount	Amount Paid or to be paid to Sub/Suppliers (At Draw 1)	Amount Paid or to be paid to Sub/Suppliers (At Draw 2)	Amount Paid or to be paid to Sub/Suppliers (At Draw 3)
				925096		
Home Design	Architectural Design	2,000.00	2,000.00	2,000.00		
City of Clawson	Building Permits and Fees	2,000.00	2,000.00	2,000.00		
ABC	Lot Prep - Engineering and Survey	2,000.00	2,000.00	2,000.00		
	Insurance					
	EXCAVATION AND GRADING					
GradeAll	Lot Clearing/rough Grade	3,000.00	3,000.00	3,000.00		
Jeery Stevens	Excavation and Backfill	5,000.00	5,000.00	5,000.00		

Input Page | Sworn Statement | Waiver | Draw Request Input Page | Draw Request | Blank Waiver

Be sure to save the updated version once you've entered all the information for the current draw. After reviewing the accuracy of the information you entered, you can print the waivers required for the current draw by clicking on the "Print All Waivers for Current Draw" button in the upper left corner of the Input Page. This will automatically merge the information into the waiver. By clicking on this button, it will automatically send the waivers to your printer without requiring any additional information.

Microsoft Excel - Sample Interactive Sworn Statement.xls

File Edit View Insert Format Tools Data Window Help

Draw - AutoShapes -

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Input Page

Builder: Home Builders Inc.

Builder Contact: Gregory Smart

Lender: The Bank

Lender Contact: Mary Sharp

Property Address: 123 Main Street, Ct

Print All Waivers for Current Draw

Subcontractor, Supplier or Laborer	Type of Improvement Furnished	Contract Amount	Adjusted Contract Amount	Amount Paid or to be paid to Sub/Suppliers (At Draw 1)	Amount Paid or to be paid to Sub/Suppliers (At Draw 2)	Amount Paid or to be paid to Sub/Suppliers (At Draw 3)
			Draw Date			

Follow the same steps for each consecutive draw by entering the new amounts in the appropriate columns. The information from the previous draws will automatically move and recalculate on the Sworn Statement and Draw Request. You will only need to add the information for the current draw in the Input Page and the Draw Request Input Page.

Sworn Statement

When you click on the Sworn Statement worksheet, you will see that your sworn statement is complete. All the information you entered on the Input Page automatically populated your sworn statement and it is now ready to be printed.

To print the Sworn Statement, click on the printer icon.

SWORN STATEMENT

Builder: **Home Builders Inc**
 Builder Contact: **Gregory Smart**
 Homeowner(s): **Thomas Green**
 Property Address: **123 Main Street, Clawson, MI 48017**

Lender: **The Bank**
 Lender Contact: **Mary Sharp**
 Lender Telephone: **810-222-4444 ext 371**
 Lender Fax: **810-222-4445**

The undersigned President or Owner of the company identified above (the "Contractor"), the builder or general contractor for the construction of certain improvements on the property described above, hereby certifies and affirms that the following is a list of each professional, subcontractor, supplier and laborer that Contractor has retained in connection with such improvements and that opposite each such name is a correct and full description of the work or material to be provided by such party, the amount of the original contract or bid, the revised contract amount, if any, the aggregate amount of previous payments to such party, the current amount due such party as of the date of this statement, and the remaining amount required to

Subcontractor, Supplier or Laborer	Types of Improvements	Contract Amount	Adjusted Contract Amount	Amount Previously Paid to Subcontractor	Amount Paid or to be Paid to Subcontractor	Balance to Complete
Home Design	Architectural Design	2,000.00	2,000.00	2,000.00	0	0.00
City of Clawson	Building Permits and Fees	2,000.00	2,000.00	2,000.00	0	0.00
ABC	Lot Prep - Engineering and Survey	2,000.00	2,000.00	2,000.00	0	0.00
Grubbs	Lot Clearing/Grading	3,000.00	3,000.00	3,000.00	0	0.00
Jump Services	Excavation and Backfill	3,000.00	3,000.00	3,000.00	0	0.00
Joe's Trucking	Soil and Gravel	3,000.00	3,000.00	3,000.00	0	0.00
Joe's Tractor Service	Finish Grading	1,500.00	1,500.00	0	0	1,500.00
Wall Right	Basement Wall/Foundation	14,500.00	14,500.00	14,500.00	0	0.00
Wall Right	French Footing/Foundation	2,500.00	2,500.00	2,500.00	0	0.00
Waterproofing Inc.	Foundation Waterproofing	1,000.00	1,000.00	1,000.00	0	0.00
Wallow Construction	Concrete Work - Slabs	4,500.00	4,500.00	0	4,500.00	0.00
Wallow Construction	Concrete Work - Outside	3,000.00	3,000.00	0	0	3,000.00
Franklin	Structural Steel	1,500.00	1,500.00	1,500.00	0	0.00
Stock	Rough Lumber	15,000.00	15,000.00	15,000.00	0	0.00
Stock	Finish Lumber, Trim, Interior Doors	4,000.00	4,000.00	0	0	4,000.00

Ready NUM

The Devon Title Agency logo on the Sworn Statement is a hyperlink to our website. If you are connected to the internet and you click on the logo, you will be taken directly to our website.

Draw Request Input Page

This page only needs completion if you wish to print a Mortgage Draw Request Statement. The Subcontractors, Contractors and Laborers, the Improvements Furnished as well as the Contract and Adjusted Contract Amounts will automatically merge into this sheet from the Input Page.

The only thing you will be required to add to this sheet is the amount you are currently requesting to draw from the loan proceeds. Again, once you have entered all this information, make sure you save the updated version for future draw requests.

Draw Request - Input Page

Builder: Home Builders Inc.

Builder Contact: Gregory Smart

Homeowner(s): Thomas Green

Lender: The Bank

Lender Contact: Mary Sharp

Property Address: 123 Main Street, CA

Subcontractor, Supplier or Laborer	Type of Improvement Furnished	Contract Amount	Adjusted Contract Amount	Funds Requested at Draw 1	Funds Requested at Draw 2	Funds Requested at Draw 3
	WINDOWS / EXTERIOR DOORS					
Stoek	Windows & Door Wall	4000	4000		4,000.00	
Stoek	Exterior Doors & Garage Door	2000	2000			2,000.00
	Daylights / Specialty Windows					
	PLUMBING					
Dundup Building Co	Sewer to House and Tap Fees	5250	5250	5,250.00		
	Septic Tank and Field					
	Water Tap Fees					

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Draw Request

When you click on the Draw Request worksheet, you will see that your Mortgage Draw Request statement is complete. All the information entered in the Draw Request Input Page automatically populated your Mortgage Draw Request statement and is now ready to be printed.

You can print the Mortgage Draw Request by clicking on the printer icon.

MORTGAGE DRAW REQUEST

Builder: **Home Builders Inc**
 Builder Contact: **Gregory Smart**
 Homeowner(s): **Thomas Green**
 Property Address: **123 Main Street, Clawson, MI 48017**

Lender: **The Bank**
 Lender Contact: **Mary Sharp**
 Lender Telephone: **810-222-4444 ext 371**
 Lender Fax: **810-222-4445**

Subcontractor, Supplier or Laborer	Types of Improvements	Contract Amount	Adjusted Contract Amount	Funds Previously Disbursed	Funds Requested this Draw
Home Design	Architectural Design	2,000.00	2,000.00	0	
City of Clawson	Building Permits and Fees	2,000.00	2,000.00	0	
ABC	Lot Prep - Engineering and Survey	2,000.00	2,000.00	0	
	Insurance			0	
GradeAll	Lot Clearing/rough Grade	3,000.00	3,000.00	0	
Jerry Stevens	Excavation and Backfill	5,000.00	5,000.00	0	
Joe's Trucking	Sand and Gravel	3,000.00	3,000.00	0	
	Basement Stone, Tile, Perimeter Drain			0	
	Rough Grade			0	
Dino's Tractor Service	Finish Grade	1,500.00	1,500.00	0	1,500
Val's Right	Basement Walls/Foundation	16,500.00	16,500.00	0	
	Foundation Labor			0	
Val's Right	Trench Footings/Foundation	2,500.00	2,500.00	0	
Waterproofing Inc	Foundation Waterproofing	1,000.00	1,000.00	0	

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