



**4700 West 77<sup>th</sup> Street, Suite 100  
Edina, Minnesota 55435**

## **CONTRACTOR'S INSTRUCTIONS**

If you haven't already completed a sworn construction statement for the project, please do so and send it to the Gibraltar Title Agency Disbursing Department. Your packet has a **Sworn Construction Statement form**, a **contact information sheet**, a **Contractor's Draw Request Form**, and **lien waiver forms**.

Each request for payment should be submitted to the borrower using the **Contractors' Draw Request** form enclosed. The line items on the **Draw Request** form should correspond to the line item on your **Sworn Construction Statement**. Invoices, receipts and/or lien waivers must be enclosed with your requests.

The borrower will simultaneously send duplicates of their approval form and your request to the lender and to Gibraltar Title at least 3 days prior to the expected disbursement date. Both the lender and Gibraltar Title have steps to complete prior to disbursing the funds. After the lender notifies Gibraltar Title that the inspection is complete and the draw has been approved, our disbursing staff issues checks in accordance with the borrower's authorization.

NOTE: Gibraltar Title issues checks to your subcontractors and suppliers unless we have made other arrangements with you. Lien waivers and return envelopes are sent with the checks. Prior to disbursement of the next request for payment, lien waivers from the previous draw must have been returned from the payees.

Change orders signed by you and the borrower should be submitted to the Lender and Gibraltar Title with an updated sworn construction statement or spreadsheet. If requests for payment cause a line item to be overdrawn due to undisclosed change orders, future disbursements for the project may be delayed.

Gibraltar Title's disbursing staff will transfer information from your Sworn Construction Statement to an Excel Spreadsheet. You may request that a copy be sent to you via facsimile or email at anytime. If you are using another software program to track the project, please let our disbursing staff know. Please feel free to contact the disbursing department if you have any questions about the transaction. Our goal is to provide an efficient and pleasant experience for all of the parties.