

## Builder / Contractor Activation Application Submission Instructions



**Thank you for your interest in becoming activated as a builder/contractor with Launch Credit Union.**

This application is required for builders and contractors seeking eligibility to participate in Launch's Construction-to-Permanent Loan program. Submission of a complete and accurate package will help ensure a timely review.

### Important Instructions – Please Read Carefully

- **All sections of the Builder Application must be fully completed.**  
Incomplete applications may delay review or result in the package being returned.
- **All required documents listed below must be submitted together in one complete package.**  
Partial submissions cannot be reviewed.
- **Documents must be current and legible.**  
Financial statements, licenses, and insurance must be valid at the time of submission.
- **Activation is not guaranteed.**  
Submission of this application does not constitute activation, endorsement, or a commitment to lend. Builders must meet Launch Credit Union's internal review standards.
- **Once approved, builder status may be subject to periodic review.**

### Required Documents Checklist

Please include **all** of the following items:

- Builder Application** (attached)
- Current Resume** (principal(s) or owner(s))
- Partnership Agreement or Articles of Incorporation**
- Current Profit & Loss Statement**
- Two (2) Years of Business Tax Returns**
- Current Contractor License**
- Current Insurance Policy: General Liability Insurance and Workers Compensation**
- Samples of Recently Completed Projects**
  - Project summaries, photos, scope descriptions, or comparable documentation

### Submission Instructions

Please submit the completed application and all supporting documents to:

- **Email:** [mtgdept@launchcu.com](mailto:mtgdept@launchcu.com)
- **Secure Upload:** <https://launchfcu.leapfile.net>.  
After registering, please use [mtgdept@launchcu.com](mailto:mtgdept@launchcu.com) as the recipient email.

### Questions or Assistance

If you have questions regarding this application or required documentation, please contact:

**Launch Credit Union – Mortgage Department**

[mtgdept@launchcu.com](mailto:mtgdept@launchcu.com)

321-455-9400 ext 5439

Launch Credit Union  
300 S Plumosa St  
Merritt Island, FL 32952  
Phone (321) 455-9400

Application for Builder/Contractor Activation

Please type all information. Submitted by: \_\_\_\_\_  
For consideration of any General Contractor to become active with the Lender for the purpose of general contracting work, please submit the following:

1. Business Name \_\_\_\_\_

2. Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email Address \_\_\_\_\_

3. Type of Business     Corporation     Partnership     Individual

President \_\_\_\_\_ SSN \_\_\_\_\_

Vice President \_\_\_\_\_ SSN \_\_\_\_\_

Secretary \_\_\_\_\_ SSN \_\_\_\_\_

Treasurer \_\_\_\_\_ SSN \_\_\_\_\_

4. Contractor's License \_\_\_\_\_ (attach copy) FEID \_\_\_\_\_

5. I/We have been in business for \_\_\_\_\_ years.

6. Within the last two years, I/We have constructed \_\_\_\_\_ homes, of this number \_\_\_\_\_ were speculative, and \_\_\_\_\_ were for owners. The average price of these homes was \$ \_\_\_\_\_.

7. Have you ever failed in business or declared bankruptcy?     Yes     No  
If yes, please explain on a separate piece of paper and attach to this application.

8. Insurance Coverage:    Liability Amount \$ \_\_\_\_\_ Agent \_\_\_\_\_  
Workers Comp    Liability Amount \$ \_\_\_\_\_ Agent \_\_\_\_\_

9. The following are names, phone numbers, and contacts of financial institutions with whom I/We have done business:

Company Name	Phone Number	Contact Person
Company Name	Phone Number	Contact Person

10. The following are names and complete phone and fax numbers of major suppliers with whom I/We have done business:

Lumber: \_\_\_\_\_

Block: \_\_\_\_\_

Concrete: \_\_\_\_\_

Appliances: \_\_\_\_\_

Other: \_\_\_\_\_

11. The following are names and complete phone and fax numbers of major sub contractors with whom I/We have done business:

Masonry: \_\_\_\_\_

Roofer: \_\_\_\_\_

Stucco: \_\_\_\_\_

Elec. & AC: \_\_\_\_\_

Elec. & AC: \_\_\_\_\_

Plumbing: \_\_\_\_\_

I/We the undersigned hereby make application to Launch Credit Union, ISAOA, to be considered as an acceptable contract holder. I/We authorize the lender to obtain a trade/credit report and to contact the firms and/or persons listed in items #9, 10, and 11 for references which apply to myself individually or to my Corporation.

Should there be any personal or corporate charges with this company, I/We agree to notify the lender of same within thirty (30) days thereof.

It is mutually understood that the information submitted is confidential and is given to the lender for the purposes expressed herein.

By: \_\_\_\_\_  
President (attach copy of builder/contractor license)

Accepted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
By: \_\_\_\_\_  
Residential Construction Loan Department

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