built

Draw Requests

INITIATE A DRAW REQUEST

Individually

1. Navigate to an individual loan
2. Click “Request Draw” in the upper-right hand corner

Bulk

1. Navigate to the “Draws” page from the Navigation Bar
   a. Use the filters ribbon at the top to refine your results, if necessary
2. Enter the lump-sum, or itemized, draw amounts on the right-hand side of each property

ENTER DRAW AMOUNT

3. If your project requires an **itemized** draw (versus a lump-sum draw):
   a. Enter the draw per line item under the “Draw Amount” column
4. If your project is allowing **reallocations**:
   a. Enter a net-zero allocation between line items under the “Reallocation” column
5. If your project requires a **lump-sum** draw (versus an itemized draw):
   a. Enter the total draw amount in the “Amount” field
6. If your project is utilizing the **AIA contract** line item:
   a. Enter the “Payment Due” and “Total Retainage” from the G702
7. If your project is tracking **retainage** on hard cost line items:
   a. Request to release retained funds per line item under the “Retainage Release” column
8. Click “Add” next to each line item to add an optional comment
9. Click the “Files” icon to upload one or many files to the draw

SUBMIT THE DRAW

1. Click the “Submit” button at the bottom of the screen
2. Ensure you have checked the necessary box to “E-sign” for the draw request

Note: You may see an active “Request Draw” button even though other draws are pending review. If so, click to initiate another draw request. Keep in mind you will not be able to draw on Hard Cost or AIA line items that have been requested in other pending draws.