



# HAYMAN RESIDENTIAL ENGINEERING SERVICES INC.

**Engineering done RIGHT . . . NOW!**

## HOMEOWNER ORDER FORM

Please schedule the following order for an engineering certificate. Typical turn around is 3-5 business days from payment confirmation.

### ORIGINATOR INFORMATION

Date ordered: \_\_\_\_\_  
Person ordering certificate: \_\_\_\_\_  
Contact phone: \_\_\_\_\_

Report to be delivered to following email: \_\_\_\_\_  
Confirm email \_\_\_\_\_

### HOME INFORMATION

Street Address of home: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
County (if known): \_\_\_\_\_  
Contact person to gain access : \_\_\_\_\_  
Name: \_\_\_\_\_  
Contact person is:  owner  realtor  other: \_\_\_\_\_  
Phone number: \_\_\_\_\_

### REQUIRED ORDER INFORMATION FOR MANUFACTURED HOME ORDERS

Requested Service:  
 FHA/HUD manufactured home permanent foundation certification  
 Other: \_\_\_\_\_  
Name to go on certificate: \_\_\_\_\_  
  
 HUD label photo/verification requested Label # (if known) \_\_\_\_\_  
Comments/Requirements other than normal cert inspection (septic, other)  
\_\_\_\_\_  
\_\_\_\_\_  
Loan Information:  New Construction  Existing Resale  Refinance  Rev Mortgage

### REQUIRED ORDER INFORMATION FOR STICK BUILT STRUCTURAL REPORTS

Requested Service:  
 Structural letter addressing known concern  
 Structural letter addressing general condition  
 Other: \_\_\_\_\_  
Projected Closing Date: \_\_\_\_\_  
Name to go on certificate: \_\_\_\_\_  
Nature of concern or reason for structural letter requirement:  
\_\_\_\_\_  
\_\_\_\_\_  
Loan Information:  New Construction  Existing Resale  Refinance  Reverse Mortgage

## CHARGES AND PAYMENT OPTIONS

### PAID AT TIME OF ORDER

- \$395.00 BORROWER IS PAYING FOR ENGINEERING CERTIFICATION AT TIME OF ORDER.** Inspector will not be sent out until payment is received and verified.
- \$200.00 EXPEDITED SERVICE.** For \$200 PLUS the above fee, HRES will expedite order and give it top priority for processing. Typical expedited turnaround is 24 hours (but not guaranteed).

Mileage charges may apply. See below. Payment Options:

**Check (fax copy to 1-866-827-7348 for electronic processing)**

**Credit Card**

Type:  VISA  MASTER CARD  DISCOVER  AMERICAN EXPRESS

Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

CC#: \_\_\_\_\_

Sec Code on back of card (3 digits): \_\_\_\_\_ Zip Code: \_\_\_\_\_

### **POLICIES:**

- HRES **must** have inspections performed and photos taken by our certified inspector network. Except in very unusual circumstances, homeowner photos cannot be used. We can certify manufactured homes on full basements from the appraisal.
- HRES **cannot** "pre-approve" foundations without an onsite inspection.
- **MILEAGE CHARGES:** The first 30-miles one way, 60-miles round trip is included in the fee. Additional mileage will be billed at the rate of \$ 0.50 per mile.
- **CANCELLATION CHARGES:** There is no charge for orders cancelled within 24-hours. If order is cancelled more than 24-hours after order is received, there is a 50% charge. Secured payment will be used at the time of cancellation. If a check is used to secure payment, the check will be cashed and a 50% refund sent to the borrower. **EXPEDITED** orders may not be cancelled and are not refundable.

**Click on the below button to submit your order**

You will be asked to agree to the terms and conditions to complete the order processing

Thank you for using Hayman Residential Engineering Services.

Our goal is to provide excellent service and the fastest turn around time possible for each and every customer.

**We appreciate your business!**

**SUBMIT  
ORDER NOW**

- Use this button if you do not need to attach any documents (appraisal, photos, etc)

**ATTACH DOCUMENTS AND  
SUBMIT NOW**

- Use this button if you would like to attach a supporting document (appraisal, photo, etc) with the order