



HAYMAN RESIDENTIAL ENGINEERING SERVICES INC.

Engineering done RIGHT . . . NOW!

INSPECTOR GENERATED ORDER FORM

The order will be processed and you will be sent a link to upload the report and photos

ORIGINATOR INFORMATION

Date ordered: _____
 Person ordering certificate: _____
 Home Inspection Company: _____
 Company address _____
 Contact phone: _____
 fax: _____

Report to be delivered to following email: _____
 Confirm email _____
 Also deliver report to this email: _____

HOME INFORMATION

Street Address of home: _____
 City: _____
 State: _____
 Zip Code: _____
 County (if known): _____
 Homeowner: _____
 Phone number: _____

REQUIRED ORDER INFORMATION FOR MANUFACTURED HOME ORDERS

Requested Service:
 FHA/HUD manufactured home permanent foundation certification
 Other: _____
 Projected Closing Date: _____
 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

Other Comments:

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: _____

LENDER GUARANTEES PAYMENT (INSPECTOR WILL NOT BE PAID UNTIL ORDER IS PAID)

- \$495.00 LENDER GUARANTEES PAYMENT FOR THE CERTIFICATION/LETTER AT THE TIME OF CLOSING AND GUARANTEES PAYMENT IN THE CASE THAT THE LOAN FAILS TO CLOSE.**
- \$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).

We will need the following information to process the order:

Name of Closing/Title Company or Attorney: _____

Contact Person: _____

Phone Number: _____ email: _____

**A copy of the invoice will be emailed to the closing company as soon as the order is complete.*

The mortgage company/bank is guaranteeing payment to HRES whether the loan closes or not.
Payment is due within 30 days of the order unless HRES is contacted.

Office Manager: _____

Office Manager email: _____

Office Manager phone: _____

**A confirmation email will be sent to the office manager confirming this order.*

BORROWER GUARANTEES PAYMENT (INSPECTOR WILL NOT BE PAID UNTIL ORDER IS PAID)

- \$595.00 BORROWER PREFERENCES TO PAY FOR THE CERTIFICATION AT THE TIME OF CLOSING.**
 - LENDER HAS INFORMED BORROWER THAT PAYMENT IS DUE WHETHER LOAN CLOSES OR NOT.
 - LENDER GUARANTEES THAT HRES INVOICE WILL BE ADDED TO HUD-1 STATEMENT.
- \$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).

Note: All orders MUST be secured by either a post dated check (30 days from date of order) or credit card. Funds must be received from closing proceeds within 30 days, payment will be processed at that time (whether the loan has closed or not). If the credit card or check is refused for any reason, the order will be turned over to a collections attorney and all collection charges will be added to the invoice. Mileage charges may apply. See below. **Payment is secured by:**

Check (fax copy to 1-866-827-7348 for order processing and mail check to 2404 Jackson Blvd, Rapid City, SD 57702. Engineering Certification will not be released until check is received)

Credit Card

Type: VISA MASTER CARD DISCOVER AMERICAN EXPRESS Exp Date: _____

Name on Card: _____

CC#: _____

Security Code on (3 digits) on back of card: _____ Zip Code: _____

We will need the following information to process the order:

Name of Closing/Title Company or Attorney: _____

Contact Person: _____ email: _____

Address: _____

Phone Number: _____

**A copy of the invoice will be emailed to the closing company as soon as the order is complete.*

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