



# 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 PREFERS 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