

IMPORTANT ITEMS ON THE DRAW REQUEST FORM TO BE AWARE OF...



BANKING INFORMATION

Please ensure you provide all the needed bank information so we can make sure you receive your payments promptly.



HOLD BACK FOR INSPECTION

We hold back 10% on all renovations and repair draws. The 10% is payable after a final inspection of the work completed is conducted.

WANT 24/7 UPDATES

- Visit www.atlantadhd.com
- Hover on Partner Portal in the main menu then click on "Partner Registration"
- Fill out the form and set your Partner Portal Login

LIEN WAIVER POLICY

Our lien waiver policy outlines a few important items:

- Lien waivers can not be notarized by anyone who is considered a conflict of interest (ie. family member, friend of family, business partner etc)
- Lien waivers must be filled out completely and correctly to be accepted (ie. spelling errors, address of property etc)



NEED HELP?

If you need any help, just let us know. We are always here to help!

ATLANTA DISCOUNT HOME DEALS

5400 Glenridge Dr NE, Suite 420756
Sandy Springs, GA 30342
info@atlantasdiscounthomedeads.com
www.atlantadiscounthomedeads.com
T: 678.318.1773 Ext 4

[WWW. ATLANTADHD.COM](http://WWW.ATLANTADHD.COM)



HOW TO

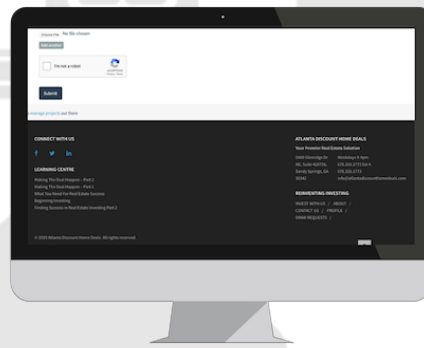
**Submit a Draw Request
on the Website**

1



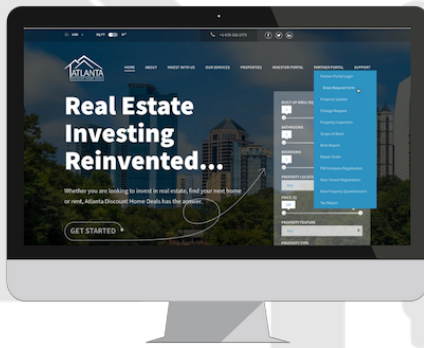
Visit www.atlantadhd.com and hover over Partner Portal on the main menu.

4



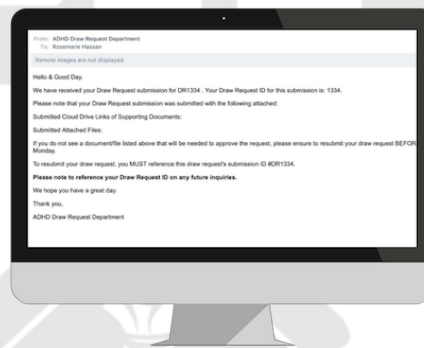
Click on "Submit" once you have filled out the Draw Request Form.

2



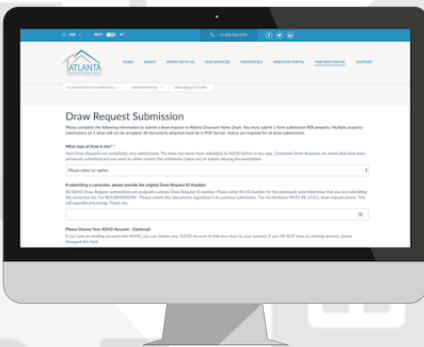
On the drop down menu that appears click on "Draw Request Form".

5



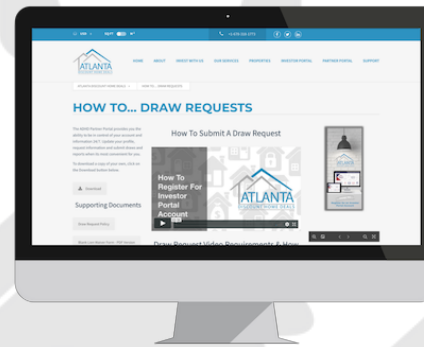
You will receive an email within 5 minutes that lists the draw ID number.

3



The Draw Request Form will open. Complete all fields on the form.

6



If you have any inquiries about a draw, please email finance@atlantadhd.com or visit www.atlantadhd.com/drawrequests

DRAW REQUEST POLICY

The Draw Request Policy is a requirement by Atlanta Discount Home Deals due to the high level of compliance we are required to document for our clients and for due diligence.

The following are important considerations of the Draw Request Policy:

- Draws must be submitted by Friday 5pm EST each week.
- Draws are paid the following Friday
- Every draw must include 3 items:
 - Notarized Lien Waiver
 - Detailed Invoice
 - Video
- The amounts on the lien waiver and the invoice must match
- The details on the lien waiver must be fully correct (ie. address of the property etc)
- All documents for draws are to be submitted in PDF format only
- If you are requesting reimbursement for an expense you paid, you must provide copies of the receipts showing your payment