

# DRAW REQUEST POLICY

Updated: January 1, 2019

The following is Atlanta Discount Home Deals Request Policy:

- Draw request(s) due no later than 5pm EST any Friday (No exceptions for holidays)
  - Successfully submitted draw request are paid on Friday of the following week. (Holiday's may impact timing of wires)
  - Fully executed and notarized Interim or Final Lien Waiver, Invoice and Video of work completed are posted to: [www.AtlantaDHD.com](http://www.AtlantaDHD.com) by clicking on Partner Portal for all draws, no exceptions
  - Videos must show the outside house number in the video for the video to be considered.
  - Lien Waiver(s) must be fully completed and notarized (Amount must match submitted invoice) and follow our Lien Waiver Policy
  - Invoice must reflect all work completed as per signed and approved Scope of Work
  - All draws must be accompanied by a Video to support all invoiced items on submitted supporting invoice
  - Draws are paid on "Work Completed" Only
  - On site inspections to affirm representations of the submitted draw will be completed within 24-48 hrs of submission
  - Any discrepancies will be brought to the contractor's attention and contractor will be responsible for resubmitting the draw request as a correction at [www.AtlantaDHD.com](http://www.AtlantaDHD.com) draw request form before 9am EST on Tuesdays for previous Friday draws. ie. Submitted Friday, contractors will receive update of deficiencies by 6pm EST Monday, contractors have Tuesday 9am EST to submit changes)
- \*\*Please note that when submitting missing items for a deficient draw, the FULL draw must be resubmitted not just the missing items as the deficient draw submission is VOIDED.
- Submissions submitted after deadline will be treated as received the following Friday
  - Submission with discrepancies will be considered voided