

Before You Begin

To ensure you are following the appropriate steps, select the scenario that best matches your transaction.

Choose one of the following:

Scenario 1:

- 1) There will be a **non-building** portion of the loan (purchase or refinance);
and
- 2) Non-building and Building Loans will have the **same loan terms**.

If **both** of the above statements are true, [click here](#) for next steps.

Scenario 2:

- 1) There will be a **non-building** portion of the loan (purchase or refinance);
- 2) Non-building and Building Loans will have the **same loan terms**.

If **either** of the above statements are true, [click here](#) for next steps.



Create a Combined NY Building and Non-Building Loan

Before you begin. **Only** use this method if **both** of the following are true:
There is a non-building portion of the loan (purchase or refinance), **and**
the non-building and Building loans will have the same loan terms.

- 1) Start by creating a record using your Master Loan template and complete the interview as normal.

Important notes regarding the Master interview:

- a. **Standard Loan Terms page:** When you reach this section of the interview to enter the Loan Amount, it is important to remember the following:

THE LOAN AMOUNT SHOULD NOT INCLUDE THE BUILDING LOAN AMOUNT AS THAT AMOUNT IS ENTERED SEPARATELY IN THE BUILDING LOAN INTERVIEW.

- b. **Special Loan Features Page:** If “Yes” is selected to “*Is Lender reserving funds for construction or rehab?*”, you will see a new question appear in the interview: “*Is a NY Building Loan Intended?*”. (See screenshot below).

DEMO > MASTER LOAN

Property Information

Special Loan Features

Is Lender reserving funds for construction or rehab?

☒ Yes ☐ No

Is a NY Building Loan Intended?

☐ Yes ☒ No

- c. **REMINDER:** This question will **only** appear if at least one property is located in the state of New York. All other questions related to construction rehab will disappear as these are to now be completed in the Building Loan application.

- 2) Once the user is satisfied with the information entered in the interview, click the “*Finish Later*” or “*Complete*” button to return to your home screen.
- 3) Next, produce the Building Loan. You will do this by choosing a new application for this record. Click the “*Select App*” button just under the **Master Loan** documents. Then select “*New York Building Loan*” from the dropdown.

STATUS **DETAILS**

808 Example Lane (LendCap, LLC) (John Borrower) (NY)

Borrower(s):
1. John Borrower

Lender(s):
1. LendCap, LLC, an Idaho limited liability company

Property(ies):
1. 808 Example Lane, New York, New York 99999

Loan Amount:
\$1,250,000.00

Interest Rate:
12%

APP ↑	LAST MODIFIED	STATUS	ACTION
Master Loan Loan Documents and Closing Instructions.docx	Apr 3, 2026 4:57 PM	Completed	Review or Update Download

Add to this record...

SELECT APP ▾

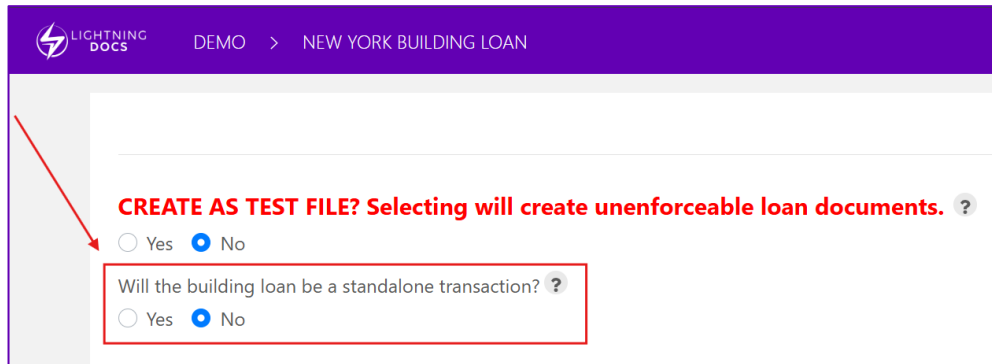
- New York Building Loan
- Modification
- Basic Extension
- Tenant Documents

- 4) The interview will look identical to that of the *Non-building Loan*; however, all information will be copied over, and the interview will be mostly complete. Because all information will be copied over, there is no need to select a Scenario.

IMPORTANT

Information changed in one application will change the information in the other application. For example, if the interest rate is changed in the Building Loan interview, it will automatically change the interest rate in the Non-building Loan interview (Master Loan) and vice versa.

- 5) There will be one new question at the top of the interview: “*Will the building loan be a standalone transaction?*”



LIGHTNING DOCS DEMO > NEW YORK BUILDING LOAN

CREATE AS TEST FILE? Selecting will create unenforceable loan documents. ?

☐ Yes ☒ No

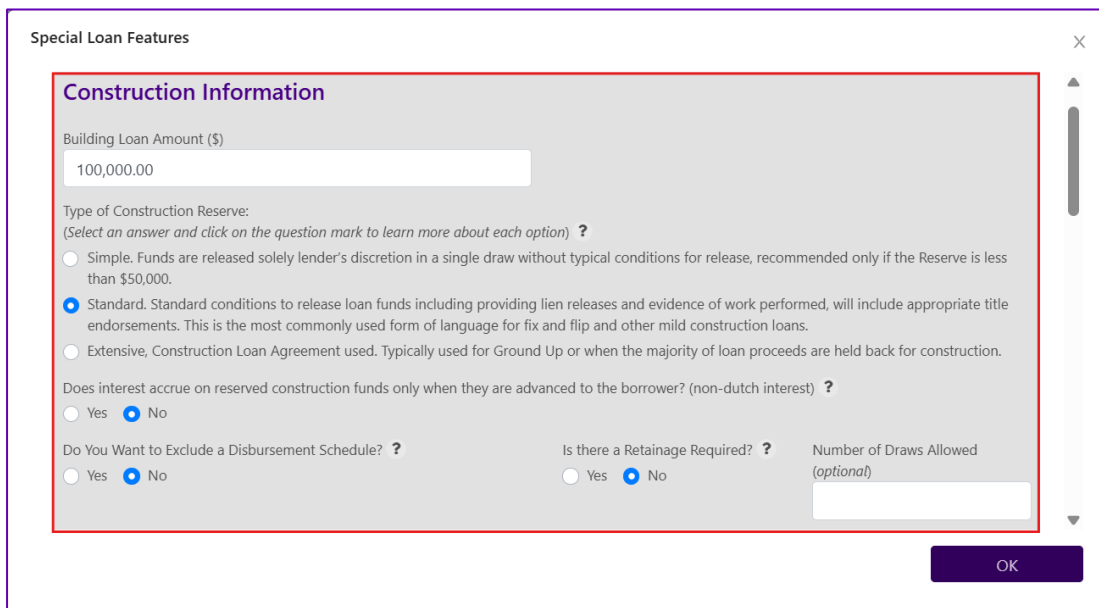
Will the building loan be a standalone transaction? ?

☐ Yes ☒ No

- **Select “No”** if you are also creating a purchase or refinance loan in the Master Loan App.

- **Select “Yes”** if you are only advancing funds related to construction and do not intend to create a purchase or refinance loan in the Master Loan App. The answer to this question will determine the lien position of this loan.

- 6) In addition to Step (5), only the following section will require new information: *Special Loan Features* → *Construction Information*
Complete this section as applicable. Ensure the Building Loan Amount field is completed. (See screenshot below.)



Special Loan Features

Construction Information

Building Loan Amount (\$)

100,000.00

Type of Construction Reserve:
(Select an answer and click on the question mark to learn more about each option) ?

☐ Simple. Funds are released solely lender's discretion in a single draw without typical conditions for release, recommended only if the Reserve is less than \$50,000.

☒ Standard. Standard conditions to release loan funds including providing lien releases and evidence of work performed, will include appropriate title endorsements. This is the most commonly used form of language for fix and flip and other mild construction loans.

☐ Extensive. Construction Loan Agreement used. Typically used for Ground Up or when the majority of loan proceeds are held back for construction.

Does interest accrue on reserved construction funds only when they are advanced to the borrower? (non-dutch interest) ?

☐ Yes ☒ No

Do You Want to Exclude a Disbursement Schedule? ?

☐ Yes ☒ No

Is there a Retainage Required? ?

☐ Yes ☒ No

Number of Draws Allowed (optional)

OK

- 7) Once the Construction Information is completed to your satisfaction, click “Complete” to ensure your documents are downloadable.
- 8) On your Lightning Docs home page, you will now see both your Master Loan (Non-building loan) package as well as your New York Building Loan packages. They can be downloaded as Word documents by selecting the title of the document or using the “Download All” button.

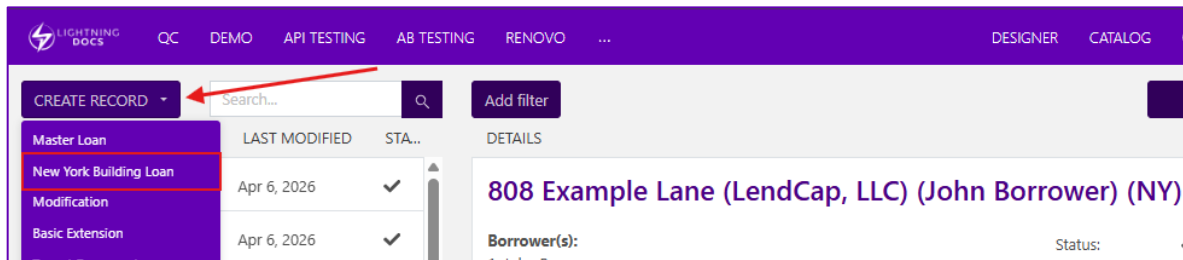
Loan Amount: \$1,250,000.00		Interest Rate: 12%	
APP ↑	LAST MODIFIED	STATUS	ACTION
Master Loan (Non-building Loan)		Apr 3, 2026 4:57 PM	Completed
Loan Documents and Closing Instructions.docx			Review or Update Download
New York Building Loan		Apr 3, 2026 4:56 PM	Completed
Building Loan Documents and Closing Instructions.docx			Review or Update Download All
Building Loan Agreement.docx			
Add to this record...			
SELECT APP			

For further assistance, please reach out to support@lightningdocs.ai.

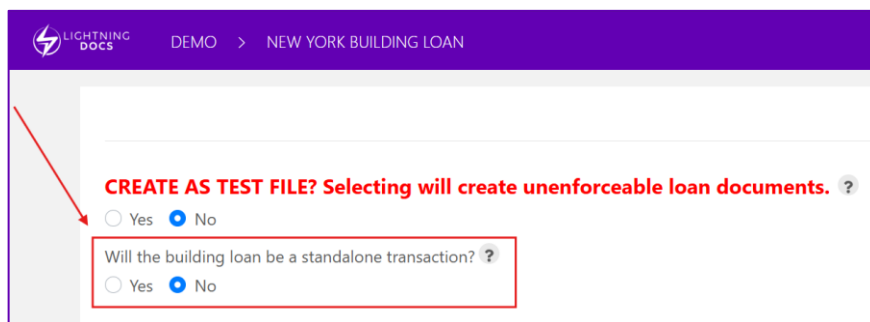
Create a NY Building Loan as a Standalone Transaction

Before you begin. **Only** use this method if **either** of the following criteria is met: The Building Loan will have different loan terms than the Non-building Loan **and/or** all loan funds will be used toward construction on a New York property.

- 1) Select the “*Create Record*” button in the upper lefthand corner of your Lightning Docs homepage. Select “*New York Building Loan*” from the dropdown.



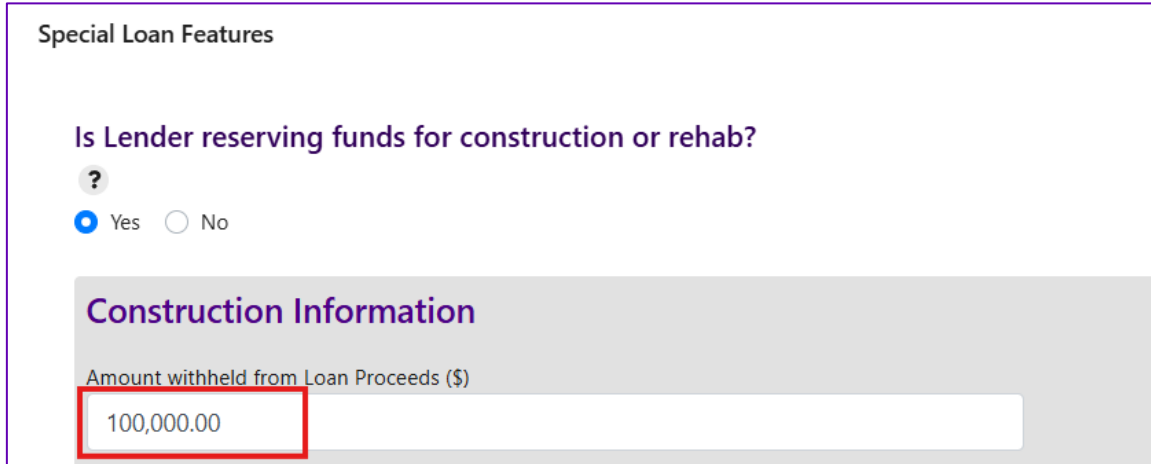
- 2) The user will be taken to a blank Lightning Docs interview, which will look almost identical to a Master Loan template. Complete the interview as normal.
- 3) There will be one new question at the top of the interview: “*Will the building loan be a standalone transaction?*”



- **Select “No”** if you are also creating a purchase or refinance loan in the Master Loan App.
- **Select “Yes”** if you are only advancing funds related to construction and do not intend to create a purchase or refinance loan in the Master Loan App.

The answer to this question will determine the lien position of this loan.

- 4) The **Loan Amount** field normally seen on the **Standard Loan Terms** page will be missing. Please note this is intentional. Only the amount of the Building Loan is to be entered under **Special Loan Features → Construction Information**.



Special Loan Features

Is Lender reserving funds for construction or rehab?

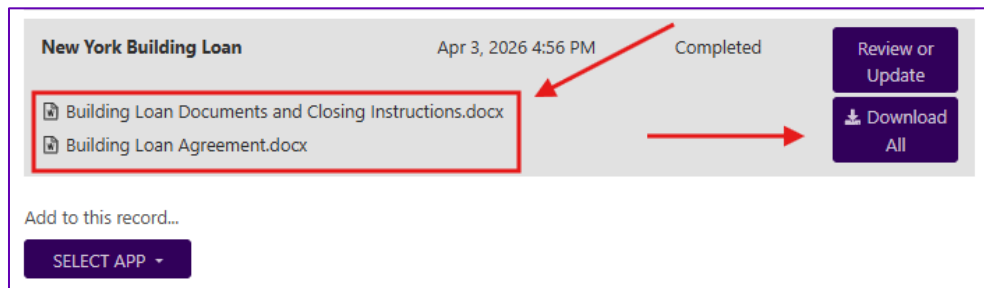
☒ Yes ☐ No

Construction Information

Amount withheld from Loan Proceeds (\$)

100,000.00

- 5) Once the Building Loan Information is completed to your satisfaction, click “**Complete**” to ensure your documents are downloadable.
- 6) At your Lightning Docs home page, you will now see your New York Building Loan packages. They can be downloaded as Word documents by selecting the title of the document or using the “**Download All**” button.



New York Building Loan

Apr 3, 2026 4:56 PM

Completed

Review or Update

Download All

Building Loan Documents and Closing Instructions.docx

Building Loan Agreement.docx

Add to this record...

SELECT APP

For further assistance, please reach out to support@lightningdocs.ai.