



The CIS Processes

The CIS Process for Private Lenders

1. Private Lender contacts CIS inquiring about services.
2. CIS describes services and forwards marketing package to Private Lender.
3. Private Lender determines the scope of risk management services they want provided for their specific site from the CIS services menu.
4. CIS requests the pertinent project information from the Private Lender.
5. Private Lender furnishes contact information for borrower and all necessary documentation for project to CIS for project set-up. (Scope, budget, if available – plans, appraisal, etc.)
6. CIS forwards the Professional Services Agreement to Private Lender for signature and return.
7. CIS creates and forwards a Project Work Authorization detailing agreed upon scope of services to Private Lender for signature and return.
8. CIS issues PayPal invoice to Private Lender for fees for specific risk management services chosen to have CIS perform.
9. Private Lender forwards PayPal invoice to borrower for payment to CIS.
10. Borrower makes payment to CIS via PayPal.
11. CIS receives verification of payment and then schedules specific services inspection to occur with inspector.
12. Inspection is performed. Comments and photos are sent to CIS for review and report compilation.
13. CIS sends report to Private Lender for disbursement of funds.
14. Repeat steps 8 through 13 as future progress payment requests are submitted by contractor/borrower to Private Lender. Forward request spreadsheet to CIS for scheduling.
15. For new projects, repeat steps 3 through 13.