

SAMPLE MONTHLY PROJECT PROGRESS REPORT

Borrower Name: _____ Borrowing Entity: _____

Property Address: _____

Coach Name: _____ Date Submitted: _____

Reporting Period: _____ to _____

1. PROJECT STATUS

Current Project Phase:

☐ Planning or permitting

☐ Demolition

☐ Rough construction

☐ Mechanical, electrical, or plumbing

☐ Drywall and interior finishes

☐ Exterior improvements

☐ Final inspections or punch list

☐ Listed for sale

☐ Refinance in progress

☐ Other: _____

Estimated Percentage of Rehabilitation Completed: _____%

2. WORK COMPLETED

Briefly describe the work completed during the past two weeks:

3. WORK PLANNED

What work is planned for the next two weeks?

4. BUDGET STATUS

Total Approved Rehabilitation Budget: \$_____ Amount Spent to Date: \$_____

Remaining Rehabilitation Budget: \$_____

Are project costs currently within budget?

☐ Yes

☐ No

☐ Uncertain

If no or uncertain, explain the expected overage and how it will be covered:

5. PROJECT SCHEDULE

Is the project currently on schedule?

☐ Yes

☐ No

If no, explain the delay and the plan for getting the project back on schedule:

Original Estimated Completion Date: _____ Current Estimated Completion Date: _____

6. PERMITS AND INSPECTIONS

Are all required permits currently in place?

☐ Yes

☐ No

☐ Not applicable

Were any inspections completed during this reporting period?

☐ Yes

☐ No

Are there any unresolved permit or inspection issues?

☐ No

☐ Yes—please explain:

7. CONTRACTORS AND PROJECT CONCERNS

Are there any contractor, subcontractor, material, or labor concerns?

☐ No

☐ Yes—please explain:

Are there any liens, payment disputes, material scope changes, unexpected repairs, cost overruns, or other issues that could affect the project?

☐ No

☐ Yes—please explain:

8. EXIT STRATEGY

Has the planned exit strategy changed?

☐ No

☐ Yes—please explain:

Current Exit Strategy:

☐ Sell the property

☐ Refinance the property

☐ Other: _____

Anticipated Listing or Refinance Application Date: _____

9. ADDITIONAL COMMENTS

Is there anything else Blue Vikings Lending should know about the project?

BORROWER CONFIRMATION

I confirm that the information in this report is complete and accurate to the best of my knowledge. I have disclosed any known issue that could materially affect the project's budget, schedule, completion, sale, refinance, or repayment of the loan.

Borrower Name: _____

Borrower Signature: _____ Date: _____

COACH REVIEW

I have reviewed this progress report with the borrower and discussed the project's current status, budget, schedule, and any disclosed concerns.

Coach Comments, if any:

Coach Name: _____

Coach Signature: _____ Date: _____