



# The CIS Processes

## The CIS Process for Providing Quotes

1. Lender contacts CIS inquiring about services.
2. CIS describes applicable services to Lender.
3. Lender determines the scope of risk management services they want provided for their specific site from the CIS services menu.
4. CIS requests the following pertinent project information from the Lender:
  - a. Is it new construction or rehab?
  - b. Is the complex all on one budget are is each unit separate?
  - c. Do you have a budget that you are able to send us?
  - d. How many buildings? How many units will be inspected?
  - e. How many stories? What is the square footage?
  - f. Will there be site improvements or just the building(s)?
  - g. Do you have a set of plans you can send us? (pdf version is fine)
  - h. Can you provide me with a zip code for the project so we can check for inspectors in the area?
5. Once this information is received, CIS will provide a quote for the services requested.