

# Drawdown Guide

## Next steps



The Avamore team is excited to be working with you throughout your project. Your main point of contact throughout the life of your loan will either be **Louis Webb** (Senior Asset Management Analyst), or **Toran Selim** (Asset Management Associate). Should you have any questions, do not hesitate to get in touch. Below is a **guide of Avamore's drawdown process** to help you prepare for the coming months, when you are ready to request funds, here is what you are required to do:

How do I get the process started?	<b>Prior</b> to requesting funds, please get in touch with <a href="mailto:loanmanagement@avamorecapital.com">loanmanagement@avamorecapital.com</a> to inform Avamore about your site visit arrangements with the Monitoring Surveyor who will need to <b>sign off on works</b> before drawdowns are processed.
What information do I need to provide?	The Monitoring Surveyor will need information like copy of invoices, proofs of payment, etc. This <b>assists with the speed</b> at which the report can be prepared.
What happens next?	The Monitoring Surveyor will visit your site and will <b>prepare and submit their report</b> for our review and approval.
And then?	Once the report has been received and approved by our asset management team, we will request a <b>Drawdown Notice</b> (please return the signed drawdown notice and request for funds to <a href="mailto:loanmanagement@avamorecapital.com">loanmanagement@avamorecapital.com</a> )
How are the funds sent?	The approved <b>drawdown funds</b> will be sent directly to your account as per the account details you provide on the <b>Avamore Capital Drawdown Notice</b> (please note that for security purposes before the first transfer we will make a small test payment to your account which you should confirm via email, phone or text message)

### Please don't forget:

- Our refurbishment loans are managed by our Asset Managers for a monthly fee (detailed in your original loan agreement) regardless of the number of drawdowns
- We fund all refurbishment costs in arrears
- There is a minimum drawdown amount of £10K
- All conditions subsequent and any pre-commencement conditions are to be satisfied prior to first drawdown

- To ensure there is no delay in receiving your funds when you need them, please ensure the Asset Manager is notified about arranging a site visit a minimum of 7 days prior to requiring the funds
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Contact:



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