

MITTELSTAEDT BROTHERS CONSTRUCTION, INC.

NEW HOME CONSTRUCTION CHECKLIST

The building process can proceed much more quickly and smoothly if your new home ideas, wants, needs and desires have been well thought out in advance. One you have made the decision to build, below is a description of the steps in the process and things you need to be prepared for:

- Decide on the lot you want and complete a Lot Hold Agreement and put money down to hold the lot; this money will be considered your earnest money. Set-up an appointment with our agent for the next week or two.

At this point, it would be good for you to start reviewing magazines and looking at the front elevations of homes and start a collection of pictures of things you want to include in your home. Get a notebook and start writing down all the questions that come to mind on building a home.
- Decide on the home plan you want and meet with the Sales Agent to have the home and all of your options priced out. During this meeting, have the agent do a preliminary mark-up of the plan with your options. If you are building a totally custom home, give the agent a copy of the plan to take to the builder to bid. Following this meeting, the agent will talk to the builder about any items which may need to be bid and get the ball rolling on those items. Allow one to two weeks for any bid items to come in and for the estimate to be prepared.
- Evaluate all the options priced and determine which ones fit your budget. If you don't know, contact a mortgage company and get pre-qualified and have your agent do a market on your exiting home to determine the amount of equity you can expect. Allow a week or two to review the estimate and to meet with a mortgage company.
- Meet with your agent again to finalize pricing and to sign a Purchase Agreement. At this time you will be expected to submit a portion of your total down payment. During this meeting you will also go through the floor plan again to make any additional changes or modifications.
- Set-up a meeting to complete the Pre-Construction Details and Options Workbook at the model home. This process will prepare you for the Pre-Construction Meeting and clarify the building methods, materials and standards used by Mittelstaedt Brothers Construction, Inc. Get all of your questions and ideas for your home raised at this meeting. At this meeting your agent should also provide you with your Homeowners' Manual.
- The Pre-Construction Meeting. Allow two-three hours for this meeting during which you will meet with your agent and the Construction Coordinator to review all the materials and building practices we use and to define the specifications for your home. After the pre-construction meeting it will be too late to make any structural changes, to change window sizes, to change the front elevation, etc. The plan will then be sent to the architectural company for a working blueprint. The base price of our homes includes the price of **one** set of working blueprints. If the plan has to go back to the architectural firm, you will be charged \$300 for another set of blueprints. Minor revisions can be made by our office.

As soon as the final blueprint is completed, copies are sent to the survey company to order the survey, to the developer for approval of the front elevation, to the city for the building permit, to Builders Showcase so they can be ready for your selections meeting, the lumber company to get the windows ordered and two copies will be sent to you for final approval. Minor changes to the interior of the home can still be made at this point such as moving lights or TV cable jacks, adding or deleting cabinets, etc. When you receive your copies of the plan and specs there will be a red stamp for you to initial and return one set. Review it carefully, this is your last chance to make changes. The base price of the home includes the cost for ONE survey; if an additional survey is required, you will be charged \$250.
- Following the Pre-Construction Meeting you need to make your appointment at Builders Showcase to make all your selections, visit Southern Lights to select your light fixtures and to Guyers Appliances to select your appliances. This selection process invariably gives you new ideas for your home which may or may not affect the plans and specs for your home. If any of your new ideas in any way affect the plans and specs we need to know ASAP in order to have the plans and specs we send out to all our sub-contractors reflect these changes (I.e., changes

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in the type of flooring, wall sconces instead of ceiling light, etc.). At this point, we will do our best but cannot guarantee that the changes will be done unless you are willing to put a halt to the entire building process until such time as you can assure us that all your decisions have been made. A change order fee of \$300 may be charged for each change.

- The survey of your lot will take about two weeks to complete and must be submitted with the application for building permit. Building permits can take anywhere from one to four weeks depending on the city. Once the permit is issued, things are going to start happening in quick succession:
- Basement excavated, foundation poured, waterproofing applied, back-filling. About one week.
- Lumber & windows are delivered and framing is begun. This will take one-two weeks depending on the size of the home and weather conditions.
- The framing is inspected and roofing is started. Rough-ins for plumbing, heating and electric will be happening concurrently. This stage will take one-two weeks. The rough-in's are then all inspected which can take another week. Siding will be happening concurrently with this and the next two items. Once this stage is reached, we can give you a much more concrete closing date.
- Insulation is installed along with the sealed vapor barrier. Sheet rock is hung, taped and sanded and ceilings are texturized. This stage will take one–two weeks. Depending on the time of the year, the cement flatwork (I.e., sidewalk, stoop, basement floor, garage floor, patio pads) could be started at this stage. If it is a winter build, then sidewalks & patio pads will wait until summer (usually completed by July 1).
- Cabinets are delivered and trimming will be done. Countertops and vanity tops get installed. It averages about a week to trim out a home.
- Painters then come in to stain & varnish the woodwork and apply the first coat of paint. Three –five days are needed for this step.
- Once the painters have finished, the plumbing, heating and electrical systems will be finalized and tested. This can take up to three weeks.
- The brickwork, stucco or whatever front elevation treatment is being used will be done concurrently with some of these other steps.
- The next step is flooring: first vinyl is done, then ceramic tile, then carpet and then hardwood. This process can take a week or two.
- While flooring is being done, the electrician will also be hanging fixtures inside and out, the hardware is installed on doors and cabinets; towel bars and paper holders are put up.
- The home is thoroughly cleaned and is ready for your walk-through inspection usually a week prior to your closing date. This gives us time to complete any items on your inspection list and complete the final grade and driveway.