

# Home Buyer Workbook

TO BE COMPLETED IN PREPARATION FOR THE  
DESIGN/DRAFTING OF YOUR BLUEPRINTS AND THE  
COMPLETION OF YOUR HOME SPECIFICATIONS



# HOME DRAFTING/DESIGN & PRE-CONSTRUCTION MEETINGS

This workbook is for use by yourselves along with your sales agent to assist you in working out the details that go into the construction of your home. Your Purchase Agreement is a listing of all the items you wish to have added or changed from the original plan—it is what makes each and every home a truly custom plan. Make sure the Purchase Agreement accounts for every detail pertaining to your home to insure that it gets included.

## SCHEDULE OF EVENTS:

1. Complete a Purchase Agreement with your agent. Work out as many of the details pertaining to your home as possible at this time.
2. You and your sales agent will first work on the blueprint related aspects of your plan. Second, you will need to finalize all of the other details that pertain to the plans and specifications of your home. Your sales agent will determine if you need to meet with the draftsman. Your agent may also have you work through some of this workbook on your own—complete as best as you can.
3. Complete your plans as thoroughly as possible the first time. We built in an allowance for plan drawing—the fewer revisions there are, the more cost effective it is. You will receive a copy of your blueprint when completed.
4. While plans are being drawn, you can begin making your selections as soon as possible and finalize any remaining details that are still undecided. Appliance and plumbing selections (if required) can be made prior to the completion of your plans; Builders Showcase and lighting selections require you to have your plans. Refer to Section 3 of your Home Owners Manual for addresses, etc.
5. Once you have made all selections and have made or prepared to make any remaining decisions, your agent and you will then finalize your Purchase Agreement. With all decisions and contracts complete you are ready for your Pre-Construction Meeting.
6. The Pre-Construction Meeting will be the final review of every aspect of your house plans. Specification sheets detailing all the information suppliers and contractors will need will be filled out. Although there may be some very minor revisions to the plans at this meeting, they should be minimal. Any changes or additions after this meeting will result in **Change Order Fees**.

Part of your Purchase Agreement is a page which lists all the standards for the home you have decided to build. Keep that sheet handy as you go through this workbook so you can determine what is STANDARD and what would be an OPTION on your home. Our homes are divided into four series as listed below:

### ELITE SERIES HOMES

Oakbrook  
Oakbrook III  
Riverton III  
Timberwood III  
Berkshire IV

### ESTATE SERIES HOMES

Glendale  
Wexford  
Timberwood IV  
Timber Ridge III  
Berkshire V  
Lakewood  
Cahill  
Ridgewood I  
Inglennook II

### HERITAGE SERIES HOMES

Ridgeview I  
Bradford  
Cambridge  
Chandler IV  
Lakewood II  
Lakewood IV  
Ridgewood II  
Ridgewood IV  
Sheffield  
Winthrop  
Winthrop w/Den  
Winthrop w/Great Room  
Winslow  
Mackenzie

### PREMIERE SERIES HOMES

Ridgeview II  
Kensington  
Briarwood  
Arlington II  
Brittany  
Arlington  
Amberwood  
Everleigh  
Winthrop II

**In preparation for the completion of your house plans, this is a check list of the major components. With these completed (verify with a ✓) we will proceed with the drafting and design of your home.**

**COMPLETED (✓)**

- ❖ Placement of house on lot (development plans prevail)  
Garage Right or Left \_\_\_\_\_ Side Set-back \_\_\_\_\_
- ❖ Foundation height
- ❖ All additions or changes to the house plan and garage
- ❖ Decks and porches
- ❖ Window & door sizes and locations
- ❖ Interior walls and room changes
- ❖ Exterior finish (brick, stucco, siding, shutters, etc. location & design)
- ❖ Ceiling heights & vaults
- ❖ Fireplaces & design style
- Finished lower level plan
- Kitchen & laundry appliance locations & type
- Heating & air conditioning
- Plumbing sinks & tubs — locations & sizes
- Flooring (carpet, vinyl, ceramic tile, wood) (not critical at this time but must have by Pre-construction)
- Electrical layout: switches, recessed lights, special outlets, TV, Phones (not critical at this time but must have by Pre-construction)
- We agree these items are complete and will proceed with drafting of the house plans, ordering the survey, and allow MBC to apply for a building permit. At this time you need to refer to Section 3 of your Home Owner's Manual and make appointments where necessary for selections and get that process underway.

*❖ None of these items can be changed after the Plan Design Meeting without incurring additional costs for drafting services.*

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DATE OF PRE-CONSTRUCTION MEETING:** \_\_\_\_\_

## IN PREPARATION FOR YOUR PRE-CONSTRUCTION MEETING:

After the completion of the drafting & design of your home, the next step will be to make all of your personal selections. Some of these will require you to have your blueprint at that time (noted by an ❖). The rest of your selections do not require a blueprint and should be completed ASAP and must be complete prior to the Pre-Construction Meeting (refer to Section 3 of your Homeowners' Manual). If not already decided on, these items must be completed prior to your Pre-Construction Meeting.

### COMPLETED (✓)

- Type of Floor covering (Carpeting, vinyl, ceramic tile, wood, etc.)
- ❖ Builders Showcase: Color selections for all interior and exterior products: flooring, stain, paint, siding, roofing, brick, etc.
- Interior millwork: door style, railings, wood species, window & base board trim
- ❖ Electrical Layout: light fixture location ⊕, switches **S**, outlets ⊕, (ONLY NOTE SPECIALITY OUTLETS ON PLAN)  
recessed lights **R**, ceiling fans ✂, TV cable **TV**, phone jacks ▼
- Light fixture selection (electrician supplies florescent lights, porcelain fixtures, recessed lights, hockey pucks, 3 & 4 way switches, dimmer switches). The rest are selected at the lighting studio.
- Cabinetry: door style, upper heights, interiors, entertainment centers, etc.
- Counter tops: material, wood edges, etc.
- Appliances selected: ranges, refrigerator, dishwasher, cook top, microwave, washer, dryer, etc.
- Plumbing selections: tubs, showers, sinks, faucets, etc.
- HVAC: furnace, air conditioning, air exchanger, low-sones fans, zone heat, etc.

NOTES: \_\_\_\_\_

\_\_\_\_\_

After you review all of these items for completeness with your agent, your agent will set an appointment for the Pre-Construction Meeting. At this meeting we will thoroughly review every detail of your home plans and complete all the specifications for the building of your home this can take up to 3 or 4 hours. This meeting needs to be scheduled during regular business hours at the builder's offices. Tuesday-Thursday, 8:00 AM to 2:00 PM are preferred.



**STEEL BEAM:**

Steel beams can be used in place of laminated beams to span a great length and thus eliminate the need for a post in a basement. This is an option in some floor plans.

Steel beam: YES NO Indicate location on plan.

**DRIVEWAY:**

An asphalt driveway is standard in all home series. The cost of a third stall garage includes the added driveway. The amount included in the base price of our homes for a driveway is enough to cover the normal length as required in almost all new developments; acreage lots require an additional amount for driveway.

STD Asphalt Driveway Concrete Driveway Additional Driveway Size

**CONCRETE:**

Sidewalks are STD concrete 3½' wide with broomed finish. Stoops are STD concrete with broomed finish. Other requested: \_\_\_\_\_

**EXTERIOR:**

Some of our home series include an allowance for brick or other exterior treatment. Stucco, stone, Hardi Plank, cedar, etc. are optionally available. The front exterior treatment may need to meet development requirements as well. Please circle the appropriate response below and indicate locations on the plan:

**FRONT OF HOME:**

BRICK STUCCO HARDI-PLANK STONE CEDAR  
ADDRESS STONE VINYL SHAKES HARDI SHAKES STD VINYL

OTHER: \_\_\_\_\_

**SIDES & REAR:** IN ELITE/ESTATE/HERITAGE .044 VINYL IS STD IN PREMIERE .046 VINYL IS STD

**SOFFITT & FACIA:** ALUMINUM IS STD

**ROOFING MATERIAL:**

Developments may require upgraded shingles. Elite, Estate & Heritage Series homes STD is Certaineed Sealon 25 Asphalt. Premiere Series homes STD is Certaineed New Horizon.

**WINDOWS:** Circle your selections from the choices below:

Hayfield 201 Sliders Vinyl Ext. & Int.: Low-E Glass Color: WHITE BEIGE

Hayfield 701 Vinyl Ext. & Int. (Wood Ext. jamb only): Low-E Glass Color: WHITE BEIGE

Hayfield 751 Vinyl Ext & sash (Wood interior, Low-E only): Color: WHITE BEIGE

Scherer Bros. Far North Extruded Aluminum Exterior (Low-E only): Color: WHITE BEIGE

OPTIONAL WINDOW GRIDS: Traditional Style Prairie Style Note location on plans

DBL HUNG WINDOWS: \_\_\_\_\_

SPECIALITY WINDOWS: \_\_\_\_\_

**INTERIOR WOODWORK:** Circle responses:

Casing: Princeton Style STD \_\_\_\_\_

Baseboard: Princeton Style STD \_\_\_\_\_

OAK MAPLE OTHER: \_\_\_\_\_

DOOR STYLE: Flush 6-Panel Other: \_\_\_\_\_

RAIL STYLE: Turned Spindle Square

**DOOR HARDWARE:**

Knob Style: \_\_\_\_\_

Door Knob Finish:      Bright Brass                      Satin Chrome

Dead Bold Locks STD All Series              Single Key Style              Double Key Option

**CEILING TEXTURE:** Circle responses:**STD All Series is Acoustical Spray Texture    Knock-Down Option    Other:** \_\_\_\_\_**FINISHED BASEMENT:**      Optional all series

Finished thru Drywall:                      Approximate SQFT: \_\_\_\_\_

Fully Finished:                              Approximate SQFT: \_\_\_\_\_

**GARAGE:**      20'W & 22'D STD IN ELITE, ESTATE              22'D & 30'W STD IN PREMIERE & HERITAGE

Circle responses:

2-Car              3-Car              Other: \_\_\_\_\_

Additional Square Footage: \_\_\_\_\_

Garage Door Opener:              YES      NO      Quantity: \_\_\_\_\_      STD Premiere Series

Garage Service Door:              YES      NO

Keypad:                              YES      NO      STD Premiere Series

**DECK:**      Circle responses:

LEDGER ONLY              Length: \_\_\_\_\_

DECK SIZE: \_\_\_\_\_

RAILING STYLE: \_\_\_\_\_

DECK FLOOR MATERIAL: \_\_\_\_\_

DECK RAIL:      Cedar                      Aluminum

**FIREPLACE:** Circle responses:

GAS              LOCATION(S): \_\_\_\_\_

WOOD BURNING              LOCATION: \_\_\_\_\_

FRONT STYLE: \_\_\_\_\_

**FLOORING:** Vinyl STD in Elite, Estate & Heritage      C.T. Mstr. Bath STD in Heritage      C.T. Mstr. & Main Bath STD in Premiere

Circle responses:

WOOD:              2 1/4" Select              Oak      Maple              Other: \_\_\_\_\_

Location(s):      Foyer              Kitchen              Dinette              1/2 Bath              Pantry              Laundry

CERAMIC TILE: Locations:      Foyer      Kitchen      Dinette      1/2 Bath      Pantry      Laundry      Main Bath

VINYL: Locations:      Foyer      Kitchen      Dinette      1/2 Bath      Pantry      Laundry      Main Bath      Mstr. Bath

CARPET:      Locations: \_\_\_\_\_

Towel Bars &amp; Paper Holders STD is Ceramic Style \_\_\_\_\_

**SHOWER DOORS:** Circle responses: (Not STD in Elite & Estate Series, STD in Mstr. Shower in Heritage & Premiere

Main Bath:              Style: (Obscure glass STD)              3/4 Bath:      Style: (Obscure glass STD) \_\_\_\_\_

Master Bath:      Chrome              Brass              Clear Glass

**PAINTING:** Circle responses: (Color selections made at Builder's Showcase)

Natural Finish Wood-Varnish Only              Stain &amp; Varnished Woodwork

Change of Room Colors: (Added costs—note rooms) \_\_\_\_\_

**ELECTRICAL:**      Circle responses: (Electric Appliances:      Range              Dryer      None)

150 Amp Service              200 Amp Service

**ELECTRIC cont.:**

ADD'L. LIGHTING: Floods Under Cabinet Cabinet Interior Lights  
 LOCATIONS: \_\_\_\_\_  
 RECESSED LIGHTS: Indicate room & number and mark on plan \_\_\_\_\_  
 CEILING FANS: Indicate room, number, switches and mark on plan \_\_\_\_\_  
 OTHER ELECTRICAL NEEDS: \_\_\_\_\_  
 PHONES: Indicate room & number and indicate on plan \_\_\_\_\_  
 LOW VOLTAGE: TV CABLE RUNS: Indicate room & number and indicate on plan \_\_\_\_\_  
 SECURITY SYSTEM CENTRAL VACUUM OTHER: \_\_\_\_\_

**APPLIANCES:**

Free Standing Range or Drop-in Range Washer/Dryer: Freestanding or Under Counter  
 Cook Top Built-in Wall Oven Space Saver Microwave

**HEATING:** Circle Responses:

Air Conditioner (STD 10 SEER) Optional High Efficiency 13.5 SEER  
 VENTILATION SYSTEM: Exhaust Only System w/Low Sone Fans STD in Elite, Estate & Heritage Series  
 Air Exchanger (STD in Premiere)  
 Zone Heating Clothes Chute (not always possible) Humidifier  
 Exhaust Fan vented to outside Range Hood or Microwave recirculating Fan  
 GAS APPLIANCES: Dryer Range Cook Top

**PLUMBING:** For selections other than STD an appointment at Pipeline Supply showroom. STD in the Elite, Estate & Heritage Series is a 6½"D Stainless Steel kitchen sink w/chrome faucet.

**Faucets in Kitchen & Baths:** (Premiere STD is white Kohler Brookfield kitchen sink & white Faucets in Kitchen & Baths)

Kitchen Sink STD Other: \_\_\_\_\_  
 Kitchen Faucet STD Other: \_\_\_\_\_  
 Bath Fixtures: Color: STD White Other: \_\_\_\_\_  
 Bath Faucet: Color: White Chrome Other: \_\_\_\_\_  
 Whirlpool Bath Tub: YES NO W/JETS or SOAKING ONLY Mstr. Shower Fiberglass or C.T. Walls  
 Outside Faucets: 2 STD (Locate on Plan) R.I. Wet Bar (Waste & Vent Lines)  
 Hot Water Heater (STD is electric) Optional Power Vent Gas  
 Optional Off-Peak Electrical Service (includes a Marathon Water Heater—available only in Dakota & Minnesota Valley Electric Service Areas)

**CABINETS:** Oak is STD wood in all Home Series. In Elite Home Series, the STD is manufactured cabinets with flat panel doors, finger pulls (no hardware) and 30" upper cabinets. In the Estate & Heritage Home Series, custom cabinets are STD which are finished on the job, 30" upper cabinets, particle board interiors, raised panel doors. In the Premiere Home Series the STD is custom raised panel doors, pre-finished interior, 36 to 42" upper cabinets at varying heights and depths.

DOOR STYLE DESIRED: Flat Panel DBL Flat Panel Raised Panel  
 WOOD DESIRED: Oak Maple Cherry Other: \_\_\_\_\_  
 OTHER OPTIONS: Pull-out Shelves Tip-Out Sink Front Appliance Garage  
 Lazy Susan Laundry Room Upper Cabinets: YES NO

**COUNTER TOPS—KITCHEN:** STD all home series is laminate with laminate edging & 3½" laminate backsplash.

Counter tops: Laminate Laminate Edge Wood Edging Corion Silestone  
 Granite  
 Backsplash: STD Laminate Ceramic Tile None Other: \_\_\_\_\_

**MISCELLANEOUS:**

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Every detail and all selections for your home need to be completed at this time. We will allow a two week grace period from the Pre-construction Meeting for any last minute changes. After the two weeks has passed, we will impose change order fees amounting to \$200 per change plus the cost of the change plus a 25% penalty charge. This will apply to any request after the two-week grace period.

With all plans and specifications completed we will begin construction on your home. The main order of events are as follows:

1. Trusses and windows ordered
2. Excavation and foundation scheduled
3. Framing begins (approximately 90—120 days until home completion)
4. Sub-contractors begin their various jobs.

**NOTE: DATE OF END OF TWO-WEEK GRACE PERIOD** \_\_\_\_\_



**NOTES:**

**HOME BUYER(S)** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_ **PHONE(S)** \_\_\_\_\_  
**SALES AGENT:** \_\_\_\_\_  
**MODEL BUILDING:** \_\_\_\_\_ **LOCATION:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_



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