

# CUSTOM DESIGN/BUILD PROCESS

**Purchaser's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Towne Craft's Custom Design/Build Process provides each Customer with a user friendly guide outlining the steps requiring their involvement in building their new home. The objective is to provide you with a summary of the primary steps necessary to make your custom home a reality. Depending upon your individual requirements, you can work with our Architectural Team to design your own home, bring your own plan, or we can assist you in-house. Meet with us, share your vision, and let Towne Craft build your castle just the way you want it.

(Track your progress with the space provided on the left. Some items may not apply.)

## Pre - Contract

**Date:** \_\_\_\_\_ **1. Consultation Meeting**

Bring architectural plans, concept plans, sketches, scrapbooks, or just ideas to this meeting. If you already own a lot or have a lot under consideration bring the available information such as record plat, site-plan, and well and septic requirements. Towne Craft will review your goals, lifestyle, and interests and lay out an appropriate path for your individual circumstance.

**Date:** \_\_\_\_\_ **2. Meet Our Designated Lender**

Towne Craft's Designated Lender will meet with you to discuss your financing options, as well as begin the pre-approval process for your new home construction loan. The Lender will begin to compile the necessary information to move your financing forward.

**Date:** \_\_\_\_\_ **3. Visit Designated Suppliers' Showrooms**

On these tours you will have an opportunity to meet our Designated Suppliers and view the many products and selections available to you. Our Flooring, Cabinet, Appliance, Lighting, and Plumbing suppliers will be pleased to preview their product offerings on this initial visit. These visits are by appointment only. Selections and pricing will take place at future meetings after a preliminary contract is in place and plans are available.

**Date:** \_\_\_\_\_ **4. Contract Development Services**

A Contract Development Services fee will be established at this juncture to cover the costs of Lot Search, Lot Review, Construction Specifications and Preliminary Contract (see #'s 5-8). This fee will be credited toward the contract price of your home.

**Date:** \_\_\_\_\_ **5. Lot Search (If appropriate)**

If you require help and/or advice procuring a lot, Towne Craft will be pleased to assist you. This effort begins by establishing the criteria for your lot search and concludes with a seller accepting your offer to purchase a lot. Towne Craft will work closely with its contacts and, if you have one, your Real Estate Agent to pre-screen and find the lot that is right for you.

**Date:** \_\_\_\_\_ **6. Lot Review**

Review your lot regarding engineering, permitting, site conditions, HOA (Home Owners Association) and community requirements.

**Date:** \_\_\_\_\_ **7. Construction Specifications Meeting**

Towne Craft will meet with you to review and prepare the preliminary construction specifications for your home and lot. HOA (Home Owner's Association) architectural guidelines or other documentation regarding community requirements must be available at this meeting. These preliminary specifications and other information accumulated to this point will determine the preliminary contract price of your home.

**Date:** \_\_\_\_\_ **8. Preliminary Contract Meeting**

Towne Craft will meet with you to review and sign the Contract Agreement for the construction of your new home which establishes the preliminary price for the work to be performed. A non-refundable deposit will be required at this time which will be credited to the final sale price.

## **Plan Development**

**Date: \_\_\_\_\_ 9. Preliminary Site Plan**

At this juncture Towne Craft will have a good idea about the size and shape of your home and know enough about the lot to begin work on your site plan in preparation for permit application. We will work closely with our Designated Engineer to evaluate the lot size, building restriction lines, topography, and well and septic locations while the preliminary site plan is being prepared.

**Date: \_\_\_\_\_ 10. Initial Architectural Meeting**

Towne Craft and its Designated Architect will meet with you to review the plan design and process, construction specifications, architects scope of work and establish a basis for proceeding to Concept Plan Design. HOA (Home Owner's Association) architectural guidelines or other documentation regarding community requirements must be available at this meeting. You will be required to sign contract for professional architectural services.

**Date: \_\_\_\_\_ 11. Concept Plan Design Meeting**

Towne Craft and its Designated Architect will meet with you to review the Concept Plan (sketch form) based on Initial Architect Meeting. The Architect will provide preliminary front/rear elevations; preliminary first\second floor plans; and preliminary outline of construction specifications. Upon written approval and acceptance of Concept Plan the Architect will proceed to Plan Development.

**Date: \_\_\_\_\_ 12. Selection Meetings**

Now that an approved Concept Plan is available, Selection Meetings can be scheduled with our Designated Suppliers.

Date: \_\_\_\_\_ Cabinets

At this meeting you will finalize the cabinet layouts for your kitchen, baths, and laundry. Built-In Cabinets and Shelving are also available through the Cabinet Supplier. You will also choose the style and color of cabinets, countertops and hardware.

Date: \_\_\_\_\_ Appliances

Armed with your cabinet layouts, you are ready to select your appliances. A diverse group of manufacturers are available. GE, Sub-Zero, HotPoint, Thermador, Jenn-Air, Miele, Whirlpool, Viking, KitchenAid and Bosch

Date: \_\_\_\_\_ Lighting & Plumbing

A Showroom containing over 6000 square feet of lighting and plumbing products is available to you at this meeting.

Date: \_\_\_\_\_ Flooring

This showroom is a designer's delight. Products available for your selection range from exotic hardwoods to wool carpets and include an extensive lineup of ceramic and marble products. The possibilities are endless.

**Date: \_\_\_\_\_ 13. Plan Development Review Meeting**

The Architect will present CAD drawings based on the approved Concept Plan. Other deliverables if applicable are: front\rear elevations; foundation plan; finished lower level, first\second floor plans; building cross sections; finalized construction specifications, finishes and other factors which will impact design. Upon written approval and acceptance of Plan Development Drawings, Architect will proceed to the Construction Documents.

**Date: \_\_\_\_\_ 14. Construction Documents Meeting**

The Architect will present final construction drawings based on the approved Plan Development Drawings for your final review and approval. These drawings will include, if applicable: front, rear & side elevations; foundation, finished lower level, first & second floor plans; building cross sections; cabinetry elevations; electrical plans; specifications and other critical details and information, including engineering information, necessary for construction of your custom home. Upon written approval and acceptance of Construction Documents the Builder will proceed with the Final Contract Pricing.

## **Final Contract Stage**

**Date: \_\_\_\_\_ 15. Final Contract Pricing (Final Paperwork Review)**

Now that the Architectural Plans and Specifications and your personal Selections are complete Towne Craft can provide you with a final contract price. During this meeting we will review the Architectural Plans, Specifications and Documents and verify the selections made during your meetings with Towne Craft's Designated Suppliers. Upon your acceptance of the Final Contract Price the Designated Lender can submit for construction loan approval. Any modifications, changes or additions to your home after this meeting will incur a \$500 Change Order Fee per occurrence, plus the cost of the change.

**Date: \_\_\_\_\_ 16. Final Site Plan**

Any changes made to the size and shape of your home during Plan Development must be incorporated into the Site Plan prior to permit application.

**Date: \_\_\_\_\_ 17. Permit Application**

Depending upon the complexity of your architectural plan and site plan your permit application may already be submitted or underway. If the permit package has not been submitted or is incomplete the outstanding information and or revisions that may be required should be available at this juncture.

**Date: \_\_\_\_\_ 18. HOA/Community Approval (If required)**

Towne Craft will assist you in preparing a submission package to meet your HOA or Community requirements. If necessary we will accompany you to any meetings and/or submit the package on your behalf.

**Construction Stage**

**Date: \_\_\_\_\_ 19. Start Meeting.**

Upon receipt of your construction loan approval and building permit, a start meeting will be scheduled with Towne Craft to present and review your Start Package. This package includes: building permit, construction plans, site plan, and selection documents. The Start Meeting is not a time to make changes because engineering, stakeout, foundation excavation, building permit processing and ordering of materials will be in process or completed.

**Date: \_\_\_\_\_ 20. Construction Loan Settlement**

Our Designated Lender's team will coordinate with you and the Title Company to find a convenient time and location for the closing of your construction loan. As your home is being built, the Lender's team will keep in touch with you to answer any finance-related questions you may have.

**Date: \_\_\_\_\_ 21. Pre-Close-In Inspection**

Prior to the installation of drywall, Towne Craft will schedule a meeting with you to inspect your home before the walls are closed in. Please bring your copy of the Start Package, which you received at the Start Meeting.

**Date: \_\_\_\_\_ 22. Pre-Occupancy Inspection and Final Draw Authorization**

**Date: \_\_\_\_\_ Pre-Occupancy Inspection**

Towne Craft will contact you to schedule a meeting to conduct a Pre-Occupancy Inspection of your home. After the items noted on the inspection list are completed to your satisfaction, you will be asked to sign the form.

**Date: \_\_\_\_\_ Final Draw Authorization.**

At the completion of the Pre-Occupancy Inspection you will be asked to sign the Final Draw Authorization Letter and request homeowner's insurance certificates. Upon receipt of the final draw, homeowner's insurance certificate and the Use & Occupancy permit, you will be able to move into your new home.

**Date: \_\_\_\_\_ 23. Your Home is Complete**

After completion of the Final Pre-Occupancy Inspection Checklist, Towne Craft will continue to be responsible for completing items covered under the Residential Warranty Company warranty.

**As a Purchaser, I understand the Custom Build Process.**

\_\_\_\_\_  
Purchaser's Signature Date

\_\_\_\_\_  
Purchaser's Signature Date

\_\_\_\_\_  
Towne Craft Builders, LLC Date

Purchaser's Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

As of 03/25/07