

Landmark Homes, Inc.

Builder Guidelines

- 1.) Mortgage Information: Prior to ordering your plans we need to know your mortgage company, contact person there, phone number and address.
- 2.) Customer Contact Information: Even if you are being represented by a Real Estate agent it is important that we have contact numbers for you or your spouse, as well as your mailing address. There may be times when we will need to reach you with questions.
- 3.) Change Orders: A change order is any change or addition made after your contract. Forms are enclosed and will need to be filled out and signed for each change. In some cases if these changes are major, Landmark Homes will require advance payment. No changes or additions will be made without a signed change order. All change order request must be made in a timely manner or construction will progress as scheduled.
- 4.) Decorating/ Lighting/ Hardware: All choices must be made in a timely manner. We highly suggest that you schedule appointments and make these decisions as soon as possible after receiving your plans. Some items may have to be ordered or may be delayed in shipment, therefore, to help avoid delays, please take care of these selections quickly.
- 5.) Job Sites: Please keep in mind that construction sites can be dangerous. Children are never allowed on a job site. **IT IS AGAINST LANDMARK HOMES POLICY FOR ANYONE (other than contractors) TO BE ON A JOB SITE WHILE CONSTRUCTION IS IN PROGRESS.** Under special circumstances, If you need to visit the job site while construction is in progress, please call us and we will set a convenient time for a Landmark representative to meet you there. **ALSO:** You will not be given a key to your home until closing as prior to that time the house is mastered and one key fits all Landmark houses under construction. You would not want other people to have keys to your home nor do we. Also, it is in direct violation of our insurance to have keys to Landmark houses available to those not employed by Landmark Homes. Please understand this and do not request that your Landmark salesperson give you a key. Your cooperation and understanding in this matter will be greatly appreciated.
- 6.) Completion Date of Home: Please **DO NOT** ask us to commit to a closing date during construction of the home before the mechanical trim of construction (i. e. installation of lighting, appliances, and plumbing). At that time we will give you a tentative date.
- 7.) Overages and/or Credits: As you make your decorating (i.e. lighting, hardware, appliances, etc..) selections for your home **please** keep a list of any extra cost incurred (due to your selections) so that you will know your overages and/or credits. After all selections are made let your sales representative know of these cost if your going to want them added in your contract/loan amount. Please do not depend on Landmark Homes to keep this for you. Most of the time Landmark does not have these figures until the work is complete and invoices are sent in. Therefore it is much easier for the buyers if they keep up with these figures as selections are made.
- 8.) Appliance Choices (i.e. colors, upgrades, changes) must be given to your sales representative at the time of your plan review. Any changes made after that time, if changes are even possible, will carry a minimum change charge of \$250.00.