



PO. Box 1136  
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## Step-By-Step Construction Process

You've decided CK Building and Design Corporation is the best choice for your family and your investment, but you may still want a clearer picture of the process ahead. We are here to help.

1. **Initial Consultation:** Sit down with our Team to discuss your individual needs. This consultation often includes –
  - We will provide you with an “Investment Protection” discussion and how CK Building and Design Corporation fits your overall needs.
  - Discussing financial solutions that address your needs and help breakdown the investment required for your future home.
    - a. If you currently do not have any financial solutions, we will provide a list of preferred lenders. These lenders have been specifically chosen to walk you through an estimate of a down payment as well as future monthly mortgage payments, and can also discuss various financing options and programs.
    - b. You will be provided pre-qualifications figures to help establish your new home pricing.
  - Addressing your existing home and offering solutions on how to best sell it and our preferred “Reduced Commission Program” .
  - Designing the perfect incentive program for you.
  - Complete “Lifestyles Survey” – We will gather information to help you focus your expectations before the home design or plan selection process begins.
2. **Homeownership Consultation:** Sit down with our Team to discuss the design or selection process for your new home.
  - Review financial and existing home solutions.
  - Begin reviewing home plans or creating new “Professional Services Agreement” .
    - a. Utilizing your “Lifestyles Survey” , we will create a platform to view home plans already in our database.
    - b. If we will be drawing a home, we will use the “Professional Services Agreement” , also known as the design agreement, to outline the design process.
3. **Home Site:** The perfect home is not complete without the perfect home site. Our professional affiliation with numerous developers, builders and real estate professional provides us with access to the most available premier home sites available.
4. **Design:** We will utilize all of the information we have established and complete the design of the home to fit the home site. This will establish how the home is located on the home site, it's relative position and its impact on the surroundings such as trees, water, etc.
  - Four Phase Process: Review and select the structural options for your home – add a Spa Bath? Wish you included a Morning Room? This is your last chance to make any additional structural changes.
  - Technology Review (TR): Schedule a meeting to review all selections for your desired security, entertainment and technology needs.



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NOTE: CERTAIN ASPECTS OF THE DESIGN PROCESS ARE FOR CLIENTS PURUSING A COMPLETE DESIGN/BUILD PROJECT.

5. **Purchase Agreement:** The Purchase Agreement is a contract in which CK Building and Design Corporation agrees to build your new home and you agree to purchase the home. This Purchase Agreement and various addendums that make up the legal contract will be thoroughly explained and signed with the help of your "Team Coordinator". Having both parties sign the agreement is an exciting milestone in your home buying process.
6. **Mortgage Loan Application:** It is advised that you begin the process of getting qualified for a loan by a lender as early as possible. CK Building and Design Corporation has made it easy for you by selecting top lenders in the industry for you to work with. These "Approved Lenders" have partnered with CK to form favorable programs and opportunities to help our buyers. Ask for the names of CK's approved lenders and give them a call – they will work with you and help you find a mortgage that is the right fit for your family.
7. **New Build Scheduling (NBS):** After we have signed and completed the Purchase Agreement, you will be provided your NBS via BuilderTrend Online. This online tool will be utilized during the entire building process to ensure selections are completed on time which will allow the materials to be purchased and readied for the appropriate Team Leader. You will find everything you need during the construction build on this site. You will get your daily updates, view construction documents, and keep message secure for the project.
8. **Finishes Selection:** "Be Inspired...Be Creative...Be Yourself." This is the opportunity to design the finishing touches in your new home. To help you plan for the selection of your favorite finishes and personalized selections, CK Building and Design Corporation offers extensive checklists to help you choose your interior appointments.
  - If you are in need of any interior design ideas, help, or selections, we offer professional interior design consultations.
9. **Rough Construction Orientation (RCO):** Let's go see your new home. This is an exciting opportunity to walk-through your framed house while it is under construction. Your "Team Coordinator" will explain the construction process of your home and check that all of your options are just as you envisioned them.
  - This is a great time to ask questions about the process and the finer points of homebuilding from CK Building and Design Corporation. Learn some of the advanced building solutions located inside your home and how these solutions help ensure the efficiency, quality and longevity of your new home.
  - Your "Team Coordinator" will review each of your options to ensure that they were installed as you had required.
10. **Final Construction Orientation (FCO):** Walk through your beautiful new home with your "Team Coordinator". Gain insight from the FCO and learn how to maintain your home for years to come.
  - Your "Team Coordinator" will complete a walk-thru compliance check and ensure that the home is up to your demands. We want you to be completely satisfied with your new CK home and this is the opportunity to review.



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11. **Closing:** Congratulations, it is finally here! A closing appointment will take place at a professional title company office near your new home. Once ownership of your home is complete, CK Building and Design will provide you with your keys and warranty documentation.