

STEPS TO BUYING A BROOKSON BUILDERS HOME

We are very thankful that you have chosen us to build your new home. In order to better assist you, here are a few steps to follow when building a Brookson Builders Home:

1. Lot Reservations:

- ❑ Reserve the lot of your choice with a \$2500 deposit.
- ❑ This money is deposited with Brookson Builders.

2. Select a plan:

- ❑ Choose a home plan that best suits your needs.
- ❑ Seek assistance from your Sales Counselor, to become familiarized with the standard amenities in the home plan that you have chosen.

3. Options to Customize Your New Home:

- ❑ Before you finalize the paperwork on your new home, please preview at our decorating center. You will be contacted by our Decorator once your lot reservation is processed. (The Decorating Center is open by appointment only.) This will give you the opportunity to look at any and all options that you may want to add to customize your new home.
- ❑ You may add options to your contract or pay for them out of pocket. If you want any options added to your sales price, you must do so at the initial contract stage.
We will order an appraisal on your home prior to interim closing which cannot be adjusted. Any option which does not appraise or any future change order request will be paid for in cash according to the procedures laid out in the change order addendum.
- ❑ Please take time to look over your Options to Think About list. There may be something on this list that you haven't thought of adding to your new home.

4. Interim financing, Lot Closing and Pre-Perm Closing

All New Build financing will be closed utilizing First Financial Mortgage, contact information is below:

First Financial Mortgage
Stephen Harding
817-683-2660
sharding@ffin.com

Due to the financing constraints which have come about due to COVID-19, any customer requesting a newly built home will be financed with an owner upfront closing option. This option allows maximum flexibility and protection to clients. This will eliminate uncertainty in permanent mortgage availability as the home is closed up-front. Should any changes occur in mortgage underwriting standards during construction, they will not affect you.

In this program Brookson Builders will reimburse all construction interest expenses during the construction of the home until the green tag is received from our inspection company. Brookson will also help with many of the typical closing costs the client would have to cover during permanent mortgage closing.

Other benefits include lower earnest money requirements, the flexibility to construct pools and extra buildings while the home is being built, plus this program eliminates the chance of low appraisals at the time of move-in requiring more money out of your pocket prior to closing.

5. Contract stage:

- Your \$2500.00 lot reservation deposit will now be considered your earnest money deposit. At this time there will be no additional earnest money.
- Once the contract is written, it then goes to our Corporate Office for approval.
- After the contract is approved, it is then sent to First Financial for processing if it is a new build.
- **Note: For inventory homes 1% earnest money is required. If changes are being requested on an inventory home already under construction, additional earnest money may be required. Depending on what changes are being requested, Brookson Builders could ask that the changes be paid for in the form of a cash Change Order.—All of this earnest money will be deposited with Brookson Builders.**
- Once your contract has been approved from our Corporate Office, you will receive a phone call from our Design Center to set up your final decorating appointment.
- You must complete your decorator sheet before Pre-Construction meeting.
- Important: Please note that once your decorator sheet is complete and signed, all selections are final.
- There are no changes allowed to the decorator sheet, unless items have been discontinued or will not be available within the construction schedule. All selections are Purchased Ordered upon the start of construction to try avoiding any issues or delays.**

6. Blue print stage:

- When your blue prints are complete, your Sales Counselor will call you and set up a Pre-Construction meeting, with the Superintendent.
- This meeting allows you to look over your plans and discuss the procedure of construction.
- Pre-Construction meetings are scheduled Monday – Friday.



- ❑ Once you have completed your Pre-Construction meeting, we will then start construction of your new home, approximately 4 – 6 weeks later (timing is dependent upon area in which the home is being built).

7. Meetings throughout construction:

- ❑ Your next construction meeting will be held when the home is ready to be sheetrocked. (Pre-Sheetrock meeting)
- ❑ Once your home is ready for a 1st Walk-Thru – We give each Homeowner the option of either hiring a 3rd party inspector (at Homeowner’s expense) or walking the home with a member of our construction team. If you elect to hire a 3rd party inspector, we consider your walk with your selected inspector your “1st walk” ~ at this inspection, you will be responsible for compiling a complete list of any paint touch ups and or cosmetic items that you find.
***Please note if hiring a 3rd party inspector, your Sales Counselor MUST BE notified at least 30 days prior to closing to avoid delays in closing.
- ❑ If you elect to walk the home with a member of our Construction Team, the same steps for walking the home will take place. You will compile a list of items that need to be addressed and our Construction Team member will give you an approximate time frame it will take to complete the list and have your final walk thru.
- ❑ Once your inspection is complete, we ask that you send your Sales Counselor a copy of your inspector’s report, along with your list of cosmetic items for our Construction Team to review. Once the list has been reviewed, your Sales Counselor will contact you back on your findings and let you know an approximate time frame it will take to complete the agreed upon list and have your final walk thru.
- ❑ Once we have your final walk thru, the home should be 100% complete and ready for you to sign off on as such.
- ❑ Your last meeting will be a final walk through of your home. (Final Walk-Thru meeting)
- ❑ Prior to closing please make sure that you take the time to get homeowner insurance. You cannot close without it.
- ❑ Once you have signed off on your new home as being 100% complete, the paperwork is sent to our Corporate Office.

Buyer: _____

Date: _____

Buyer: _____

Date: _____

Seller: _____

Date: _____

We at Brookson Builders wish you and your family the very best in your new home.