



535 Saint Marks Road Taylors SC  
Phone: 864-268-3450 Fax: 864-752-0994

## New Home Building Process and Guidelines

### Pre-Construction

- Initial meeting with client to discuss house plans, house specs / options, and potential home sites.
- **Mortgage Lender:** Contact Caleb Legrand with Benchmark Mortgage to discuss mortgage options and establish a construction budget:  
**Caleb LeGrand / Benchmark**  
**[clegrand@benchmark.us](mailto:clegrand@benchmark.us)**  
**864-569-0741**
- **Contract:** With an established construction budget, a meeting is set to begin the process of finalizing the floor plan and features to establish a contract price. Sales contract is finalized and signed. Contract is sent to the lender who orders the appraisal and title work. A preliminary finish date is typically established at this time.
- **Pre-Construction Meeting:** A meeting is set for color and material selections for the home. Floor plan is finalized at this point.
- **Permits:** All applicable permits are applied for by Distinguished Design. **Based on the date permits are issued the preliminary completion date may be adjusted.**
- **Home Start Pack:** A start pack detailing the floor plan, specifications, colors, etc is emailed to the purchaser for final review and approval. After approval Distinguished Design orders all building materials for the home. At which time materials are ordered and construction has commenced change orders will be subject to a \$500.00 administrative fee.

\_\_\_\_Buyer      \_\_\_\_Buyer

## Construction

- **Construction Concerns / Questions:** During Construction any questions about the construction of the home can be directed to the site superintendent. *Please note supers hours are Monday-Friday 8:00 am-4:00pm. Please allow up to 24 hours for response.*
- **Change Orders:** For any change orders or modifications please contact Kirby Bridwell. Text or email is the best method of communication for change orders.
- **Closing Date:** Distinguished Design will do everything in its power to schedule and hit the pre-determined closing date, but due the complexity of construction and the number of people involved it can be a moving target. The following factors can throw a “curve ball” into a closing date:
  - **Lender / Appraiser** – The mortgage process involves the mortgage company, under writers, and appraisers. The reason we have a preferred lender is to better be able to work with the mortgage company through the loan process on a new home.
  - **Utility Companies-** The utilities are obviously key to the completion of a home. Request for service are done in a timely manner for a construction project but often utility install dates are postponed by the utility company at the last minute.
  - **County/City Building Inspectors-** The inspections are scheduled in order to hit the closing date but occasionally scheduling conflicts can occur.
- **Walk-Throughs / Home Orientation:** Two walk-throughs will be scheduled during the construction of your home. *Please note that walk-throughs will be scheduled with the site superintendent Monday-Friday between the hours of 8:00am-3:00pm.*
  - **First Walk** – The first walk will establish a punch list of items to be fixed or completed as well as answer any questions you have about your new home. The meeting is typically scheduled 7-10 days prior to the closing of your home.
  - **Final Walk** – The final walk will confirm the punch list items have been completed. This meeting is typically scheduled for the day of closing.

\_\_\_Buyer    \_\_\_Buyer

## Post Closing / Warranty Information

- **Warranty:** Your new home does have a 1 year warranty / 8 year structural warranty. Contact numbers for the individual sub-contractors will be provided for you. For emergency situations you may contact the sub-contractors at any time. For non-emergency items please contact our **warranty department** during normal business hours by phone **864-380-8576** or email **distinguisheddesignwarranty@yahoo.com**. A few notes concerning the warranty:
  - **Concrete:** Do not allow moving vans or any vehicle that weighs more than three tons on the driveway until the driveway has one year to cure. Concrete will crack after drying, Distinguished Design, LLC will only be responsible for cracks in concrete that are ¼" or greater.
  - **Maintenance:** The builder warranty is not in place to maintain your home. Warranty issues that are the result of misuse, abuse or improper maintenance of equipment will be considered valid reason to charge the homeowner for the cost of service calls and parts replacement by the contractor performing the work.
  - **Landscape:** The warranty does not cover the plants, grass and or sod in your landscape package. Plant and grass health are the direct result of the attention and care given to them.
  - **PETS:** Floor warranties are voided with indoor pets.

## Contact Information:

Office:

P| 864.268.3450

E| annadistinguisheddesign@yahoo.com

Construction Manager-Tony Smith

P| 864.444.4020

E| tonydistinguisheddesigns@yahoo.com

Superintendent- Robert Hancock

P| 864.497.1301

E| hancock.rt@gmail.com

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Purchaser \_\_\_\_\_ Date

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Purchaser \_\_\_\_\_ Date