

How to Buy a Millfield Home

There are many steps involved in the purchase, design and construction of a home. Documentation, people, materials, processes and details need to be managed within a schedule. Our Millfield sales and construction teams will do their best to make this effort as smooth and simple as possible. Here's a glimpse of the stages of purchasing a Millfield home:

1) Purchase Agreement:

Select your preferred floor plan, pick your location and complete a Purchase Agreement. A ten percent (10%) deposit is typically required. If you need additional time to complete the above process, a seven (7) day reservation may be executed. In deference to our other clients, this reservation may not be extended. If you intend to use a Buyer's Agent for your Millfield home purchase, he/she must be present at all contract related appointments, unless agreed to otherwise. Please review our [Transaction Guidelines](#) that apply to Buyer's Agents.

2) Financing:

We recommend that you meet with a mortgage lender prior to executing a Purchase Agreement. Our Neighborhood Sales Manager can assist you in this regard. It is recommended that you do not lock in a mortgage rate until a definitive closing date has been scheduled (step #8).



3) * Floor Plan Design:

It is rare for a builder to agree to modify floor plans to meet a Purchaser's needs. Millfield will. You may request a design review meeting immediately after executing a Purchase Agreement to finalize your floor plan.

4) * Selection Meeting:

Our Neighborhood Sales Manager will meet you at our Selection Center to assist in selecting finishes and upgrades for your new home that will make it uniquely yours. This step should be completed within 14 days of your Agreement to Purchase, unless agreed to otherwise. Addendums to the Purchase Agreement will be completed to include your choices.



5) * Construction Plan Review:

Based on your selection addenda, Millfield will produce detailed construction drawings for your future home. The Neighborhood Sales Manager will then invite you to a meeting with our construction team to review your construction drawings and to verify all changes, finishes and upgrades that you have selected in steps 2 and 3 above. This is not an occasion to make new selections and/or changes, but rather to ensure there are no inaccuracies in the construction drawings. Once you have reviewed the construction drawings, you will execute an "[Authorization to Proceed with Construction](#)" form. This form notifies the builder that all selections are now complete and authorizes them to proceed with the construction of your home.



6) * Permits, Schedules, Subcontracts, Purchase Orders:

After receipt of the Authorization to Proceed, the builder will apply for a building permit, prepare and approve material purchase orders and issue subcontracts. As soon as the building permit is issued, the construction team will create a construction schedule and provide you with a tentative closing date.



7) * Electrical Walkthrough:

Upon issuance of a construction permit, our construction team will proceed to stake out, excavate, build the foundation, and complete the framing of the home. When the roof is sheathed, you will be asked to meet the Neighborhood Sales Manager and the construction team at the construction site for an Electrical Walkthrough. At this time you will review the framing and finalize the location of lights and cable/phone outlets. Once again, this is a review meeting and no changes and/or new selections other than lighting and electrical will be accepted.

8) Finalizing a Closing Date:

Following the Electrical Walkthrough, mechanical and electrical systems are installed and the home is insulated prior to drywall. After application of drywall the construction team will notify the Neighborhood Sales Manager of a definitive closing date.

9) Closing:

Prior to closing, the construction team will conduct a New Home Orientation with you. Here, the team will explain the mechanicals and demonstrate the operation of home features. You may ask questions about how your new home operates, as well as, make notes of any items needing attention (such as paint touch-ups). Within days following your home orientation, you will sign closing papers that officially transfer ownership of the home into your name. You receive keys to your front door and the home is officially yours! Congratulations on your new Millfield home purchase!



10) Warranty Period:

Following closing, your home is covered for the next 12 months under the Millfield New Home Limited Warranty. During this time, you can report any needed repairs, outside of normal home maintenance, to our Customer Care Advocate. Repairs will be attended to in a timely fashion. Near the conclusion of your warranty period, a complimentary home inspection by our construction team will be conducted and drywall settlement issues will be addressed free of charge.

Note: If the home has already been constructed the steps marked by asterisk may not be applicable.