



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 \$1000 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 order appraisals from lenders at varying stages of construction. It is important to insure correct disclosure and pricing to help achieve the value requested.
- ❑ 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. Select a mortgage company:

This selection is final once you write your contract.

There is a \$500 fee, if you decide to switch mortgage companies or change type of loan later.

Lenders we recommend:

Prime Lending

Paul Syptak
817-596-7878
psyptak@primelending.com

First Financial Mortgage

Stephen Harding
817-683-2660
sharding@ffin.com

- ❑ All customer starting a new build with Brookson Builder, must get pre-qualified with one of Brookson Builders recommended lenders, even if an outside lender is the customer's final choice.
- ❑ If you choose to use an outside lender, you may do so with our Corporate Office approval.
- ❑ When choosing an outside lender, it is your responsibility to communicate any and all information that your lender may need, throughout the building process and until closing.
- ❑ In order to lock in your interest rate, Brookson Builders Corporate Office must approve this interest rate lock in writing. Your Sales Counselor will provide you with a lock in authorization form to make this request.
- ❑ If you are paying cash, Brookson Builders requires proof of funds documentation from your lending institution.

5. Contract stage:

- ❑ Your \$1000.00 lot reservation deposit will now be considered your initial earnest money deposit. At this time there will be no additional fees.
- ❑ Once the contract is written, it then goes to our Corporate Office for approval.
- ❑ After the contract is approved, it is then sent to the Buyer's mortgage company.
- ❑ The mortgage company will send Brookson Builders an approval letter (commitment letter). At this time, your secondary earnest money deposit is due.
- ❑ This deposit is 3% (minimum) of your total sales price minus the \$1000 initial lot reservation deposit.
***Note: For inventory homes past cabinet stage a deposit of \$2500 earnest money is required. If changes are being requested on an inventory home already under construction, initial 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.

- ❑ All earnest money will go towards your down payment, closing cost, etc. when you close on your new home. Once the 2nd earnest money is paid, you will sign your approval letter and a Start of Construction letter. This will allow us to order your pre-construction plans.
NOTE: Brookson Builders could require more than 3% earnest money as secondary earnest money, if the Buyers are making structural changes, or adding a higher level of amenities than Brookson Builders would place in an inventory home.
- ❑ 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 the blue print stage.
- ❑ 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 blue prints 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 sheet rocked. (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. Once you have had your 2nd walk (or "final walk") and you sign off that the home is indeed 100% complete, we close on your home 2 days later.
- ❑ 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. Our closing coordinator will set up your closing (which is usually 2 days after completed paperwork is received).

Buyer: _____

Date: _____

Buyer: _____

Date: _____

Seller: _____

Date: _____

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

