



Pre-Construction Phase (Phase I)

Pre-Construction Phase or start up phase is the time you will work most closely with your Sales Representative in choosing your location/lot, floor plan, options (on a Price Work-up Sheet) and any buyer allowances. This is when you will write up an Earnest Money Contract to secure your lot giving you time to work out the details. Once the price is confirmed, your Sales Representative will assist you in writing up all other pertinent Real Estate Contracts (**per the Document Receipt**), draw or modify house plans, plot plans, fill out your Color Selection Sheet and other required paperwork getting you ready for the 2nd phase of your construction process.

Your Sales Representative will also assist you in receiving loan approval. Patterson Homes has its own “Preferred Lenders” who are trained and experienced financial professionals that make financing easy. We strongly encourage you to consider them and receive their many benefits. We are confident that our “**Preferred Lender**” will not only take good care of you and make this process much easier, but using them provides you with significant benefits including:

- *Making sure you are qualified*, instead of having unreliable commitments.
- *Quick start*, qualifying you the same day, which enables us to start immediately.
- *Best interest rates and programs available* as they have access to all loan programs available.
- *Move in early* allowing you to move in the same day of signing even though your loan has not closed/funded.
- *Your vested interest*, because if you don't get the loan we can't sell you the home and so you can be assured no one will work harder for you.
- *Priority* in all your financing needs and in making things happen when you need to and so that you can close in a timely manner. Our lenders are notified weekly of your home's status and projected completion date via our Patterson Portal Critical Path.
- *Convenience* as our preferred lenders will meet with you at their office, our model homes, at your home, or even take application over the phone.

Again, your Sales Representative (along with our staff and draftsman) will work closely with you in making the *Pre-Construction Phase* an easy and fun process and in getting all necessary documents ready for the **Startup Packet** for submittal to engineering/city and for scanning doc's on our portal. This Startup Packet includes:

1. **Signed Plan sets - Large & small sets**
2. **Signed Plot plans**
3. **Signed Color Selection Sheet ... highlighted for future un-chosen colors**
4. **Signed Commitment to Start w/payment of the preconstruction deposit**
5. **Signed Sweat Equity agreement**
6. **Signed Fireplace addendum**
7. **Signed Document Receipt**

Once the startup packet is completed our staff will be responsible for submitting your plans to engineering, trusses, mec check, the city and scanning all necessary documents in a timely manner. When the startup packet is submitted it is at engineering/MEC-check/gas lines/truss engineering/etc. for about 1 to 2 weeks and then at the city for about 2 to 6 weeks depending on the city. So this submittal startup (city) process takes 4 to 8 weeks minimum – or longer.

However, during this time the buyers must choose and finalize all colors and choices on their Color Selection Sheet so it can/must be turned in before the plans get out of the city. (**For how best to choose your colors, go to our web site under Article Library – Choosing Colors**). As well during this time our staff will

scan your House Plans, Plot Plan, Color Selection Sheet, Fireplace Addendum, Work Equity Addendum, photos, etc and build your Critical Path on line so everything is ready (go to our web site at www.phutah.com - Patterson Portal for more information).

When your building permit is issued you are ready to start the *2nd phase of your Construction Process* – the building part – and that’s where the fun and excitement starts. **However, before that phase it’s IMPORTANT that you access our portal, read the entire “Welcoming Letter”** and then review each of your “Web Doc’s” on line (your Critical Path Schedule, Plans, Plot Plan, Color Spec. Sheets, Change Order(s), Work Equity Addendum, Fireplace Addendum, and all other Docs and Photos – as these are what we will be building your home. Should you have seen any problems; please call your sales representative immediately.

Again, whenever you have any questions (or concerns) about any of the 3 phases of your home construction contact first your Sales Representative, then any of our Office Staff, your Superintendents or me personally. We are all committed in assisting and helping your building experience to be an enjoyable one. Know that your feedback is important to us and helps us meet your needs and in providing the highest quality of product, service and workmanship you expect.

Lastly, know that your satisfaction is important to us. We hope to earn your trust. As well, since a large percentage of our business comes by word of mouth we have created a *REFERRAL REWARD PROGRAM* to reward you for your referrals - i.e. friends, family and acquaintances - that in turn buy from us. It's a win-win three ways. You will not only receive a financial reward while we receive a sale, but your referred person(s) receives significant discounts and additional options - all because of you! If you know anyone that may be interested in purchasing a new home please fill out the **Referral Reward Form** on our web site or contact one of our Sales Representatives.

And again, thank you for choosing Patterson Homes. Whether it’s your first home, your last home or any home in between we value you, our customer.

James Patterson,
President, Patterson Construction