

Welcome to HomeTown

a step-by-step guide to building your new home...

Bigelow Homes

 HomeTown 



Step 1: Homeowner signs the purchase agreement	Step 2: Homeowner applies for a mortgage	Step 3: Homeowner receives an accepted purchase agreement
Step 4: Mortgage Company issues homeowner a commitment letter	Step 5: Sales consultant releases paperwork to construction	Step 6: Homeowner selects interior materials and finishes
Step 7: Construction Dept.. surveys lot & obtains permits	Step 8: Foundation is poured	Step 9: Framing begins
Step 10: Plumbing, Electrical & Heating Systems are roughed in	Step 11: Insulation & energy work completed	Step 12: Drywall installed
Step 13: Homeowner contacts mortgage lender	Step 14: Interior trim, flooring & cabinets are installed	Step 15: Homeowner receives closing & walk-through dates
Step 16: Carpet is installed	Step 17: Construction dept. does a quality control inspection	Step 18: Homeowner's first new home orientation
Step 19: Homeowner arranges for certified funds	Step 20: The day of closing!	Step 21: Warranty follow-up

Step 1

Homeowner signs the purchase agreement

Congratulations! Signing the purchase agreement is the first step to purchasing your new home. You and your sales consultant will carefully review how you would like your new home to be built with regards to front elevation, first and second floor layouts, and all structural items. At this time you will also select your exterior color package from one of our many pre-coordinated choices.



Step 2

Homeowner applies for a mortgage

Now is the time to meet with the lender personally in order to apply for a loan. Your lender will help in determining what loan program is best for you. In preparation for your meeting you will need to gather the following documents and bring them with you to your mortgage application appointment:



- a. Copies of most recent one month's pay stubs
- b. Copies of your last two year's W-2 forms
- c. Copies of your three most recent month's bank statements
- d. List of all monthly debts
(acct. #, credit card balances, car payment)
- e. Copy of purchase contract and earnest money check/receipt
- f. If renting, landlord address & phone # for past 12 months
- g. Copy of driver's license or other photo ID
- h. DD214 (VA only)
- i. Certificate of eligibility (VA only)

At the time of your mortgage application, your lender will give you what is called a "good faith" estimate. This will give you a break down of what your monthly payments will be, as well as what your closing costs will be. Keep in mind that these figures will change slightly at closing, depending on the actual interest rate you lock in, what your final down payment amount is, and what day of the month you close.

It is also important to understand that, throughout the loan approval process, your lender may request additional information from you. This information may be required so that your lender can process the loan and give you a loan approval. It is crucial that you supply the lender with all information in a timely manner so that you do not delay your loan approval and the start of your home.

Step 3

Homeowner receives an accepted and signed purchase agreement



After you sign the purchase agreement, the original copy will be sent to our corporate office, where we will sign and accept it. You will receive copies of the executed purchase agreement via certified mail within twenty days of your signing date.

Step 4

Mortgage company issues homeowner a commitment letter

Congratulations! You have been officially approved for a mortgage. Once you receive your approval it is very important that you review any of the listed conditions on the approval with your lender, so that you understand what is expected of you.



During the remainder of the construction process, it will be important for you to discuss any potential changes to your financial status with your lender. Whether you intend on purchasing a large item, such as an automobile, changing employment or even receiving a cash gift from a family member, it is vital that you talk to your lender first. The reason for this is to make sure you don't negatively affect your ability to purchase your home. It is necessary for your file and credit report to be updated thirty days before you close on your home.

Step 5

Sales consultant releases paperwork to construction

Once we have received your mortgage approval from the lender and you have met your earnest money requirements, we will release the appropriate paperwork to our construction team. Please keep in mind that it is very important for you to have made your final selections before we release your paperwork to the construction team.



Once your selections have been released to the construction team, you will not be able to make any additional changes.

Step 6

Homeowner selects interior materials and finishes

An interior design consultant will contact you directly to schedule an appointment for you to select your interior colors and materials. You will select items such as flooring, interior trim, cabinets, countertops, and appliances. In the meantime we invite you to visit our models anytime to get decorating ideas for your new home. Each of the sales centers has samples available for you to view. The design centers are open on nights and weekends for your convenience.



Step 7

Construction Department surveys lot and obtains permits

Before we begin construction on your future home, several things must occur. First, our design department will review your homesite and determine exactly where your home should be situated. They will then provide that information to our surveying firm so that they can then draw what is referred to as a plat of survey. The plat of survey shows the excavators exactly where your home is to be built. Once this drawing is completed, we can apply for a building permit. While we are waiting for the city to give us an approval to start building your home, your roof trusses will be ordered and eventually constructed in a factory, off site, to ensure precision. Although it takes anywhere from six weeks to three months for your trusses to be delivered, rest assured that this has been taken into consideration when calculating your projected delivery window. As you can see, there are a number of things that must occur prior to us even starting construction on your home.



Step 8

Foundation is poured

It's time to load your camera with film and start taking pictures! After excavation, pouring your foundation is the first step in the actual building process. Remember, Bigelow Homes guarantees to heat your home for \$400 a year or less for your first three years. The foundation of your home will come complete with a highly effective copyrighted edge slab insulation detail that provides an insulated thermal break. This provides 5 to 10 times more insulation than the average foundation. A warmer concrete slab means warmer feet and greater comfort. It also means that you are saving money on your energy bills. If you have chosen a basement, please see your sales consultant for additional energy efficiency details.



Step 9

Framing begins

This is when your new home really starts to take shape. Our construction managers work closely with our highly skilled trade partners to ensure your home is built to specification. All of our homes have a unique Engineered Advanced Framing System. Each individual home is designed to provide optimum structural strength combined with optimum insulation. Raised energy heel trusses are used for the roof to provide more room for insulation in the attic. These systems not only help you conserve energy after you move in, they also allow us to use 10% less lumber while your home is being built. Additionally, we use floor and roof sheathing produced from fast growth lumber. This means that your new home conserves natural resources both during construction and throughout its life.



Step 10

Plumbing, Electrical and Heating Systems are roughed in

After framing is completed on your home, the plumber, electrician, and heating and cooling craftsmen install mechanical work in your home. We will install a zoned heating and cooling system, which allows you to manually control airflow between the first and second floors in the summer and winter for year-round comfort. Your home will also include cold air return grills in every room, allowing for more even temperatures and comfort in every room, even when the doors are closed.



Step 11

Insulation and energy work completed

Your home has been engineered and designed to meet our high standards for energy efficiency. This means that your new home will produce heating bills much lower than other homes. Just before your home is drywalled, our energy technician will visit your home to perform the energy efficiency details that allow us to guarantee your heating bills. He will install extensive gasket, caulking, or foam sealant in hundreds of places to drastically reduce air infiltration in your home. This means your home will have about one-fifth of the typical air leakage that other comparable sized homes will have. Your new home will also be equipped with a whole-house ventilation system. This continuously brings in fresh air from the outside while exhausting the stale indoor air. When the furnace is on, a high efficiency filter captures 15 times more of the airborne allergens, pollen, pet dander, mold spores, bacteria and other airborne contaminants than what a standard furnace filter would.



Step 12

Drywall installed

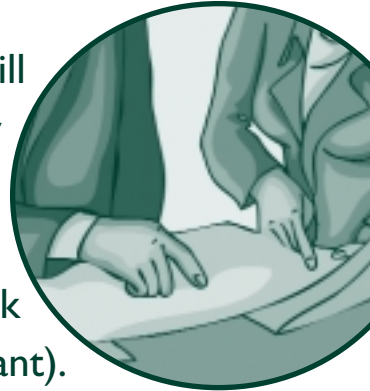
The drywall process can last up to two weeks. The drywall gets “glued and screwed” to the frame of your home. After the installer hangs the drywall, they must complete the finishing details. After the drywall work has been completed your home will be painted white, giving you the freedom to personalize with color after you move in.



Step 13

Homeowner contacts mortgage lender

After your home is drywalled and painted, you will want to contact your lender to discuss possibly locking your interest rate. Once your home has completed the drywall stage, it is within 60 days from closing. (This is a general rule, so please check the progress of your home with your sales consultant).

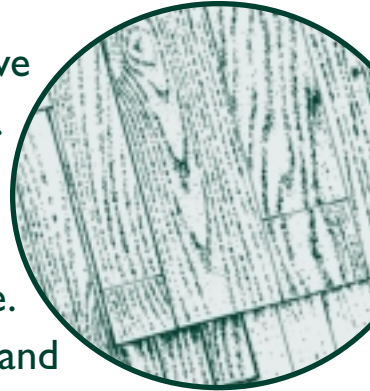


Your mortgage person will need to update your file, so please get them any additional paper work they may need at this time. We have worked with our preferred lenders extensively on the steps needed to make sure there are no delays in obtaining financing at closing. It is very important that you follow their instructions and complete any outstanding issues within the time frame they gave you. Your careful attention to these details will help insure a smooth, problem free closing.

Step 14

Interior trim, flooring and cabinets are installed

The materials and colors that you have selected have been ordered and received by our trade partners. We will first install all of the flooring, with the exception of carpet. Next, the trim carpenter will install all of the cabinets throughout your home. They will also install all of your interior trim and doors. Simultaneously, the siding will be going up on the outside of your home. Next, your countertops will be installed in your bathrooms and kitchen.



Step 15

Homeowner receives closing and walk-through dates

You will receive a call from our closing officer, notifying you of your closing date and time. During the conversation you will also be given information regarding your walk-through inspections, which will be set up by the construction department. Following the phone call, a certified letter will be sent to you, confirming all pertinent information.

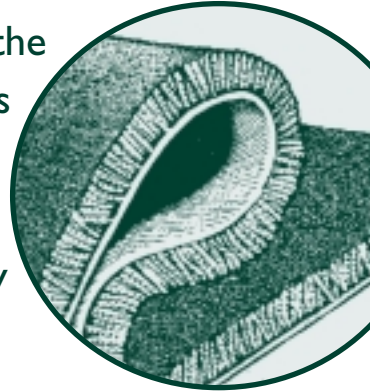


This is also the best time to set up all of your utility services and obtain your homeowner's insurance.

Step 16

Carpet is installed

The installation of carpet and padding will be the last major piece of the building process. This is usually done two to three weeks prior to closing. It is also at this time when the electrician and plumber will revisit your new home to install any remaining fixtures.



Step 17

Construction department does a quality control inspection

We have staked our reputation on building homes that are energy efficient, comfortable, and healthy for you and the environment. A very important part of our process is our quality control inspection. The construction team will inspect your home in great detail. The purpose of our internal quality control inspection is to make sure there was nothing missed and that your home has been built to our exacting standards.



Step 18

Homeowner's first new home orientation

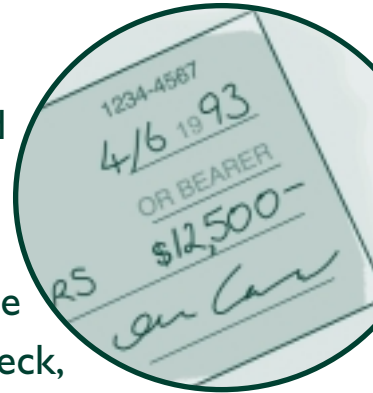
Approximately one week before you close, you will have your first home inspection. You will receive a complete orientation of your new home. We will show you how to work your heating system and change your filter. We will make sure that all of your appliances function properly. You will also verify that all of the proper carpeting, cabinets, trim and countertop colors have been installed.



Step 19

Homeowner arranges for certified funds

You are one week away from closing. You will need to call the Title Company, one or two days before your closing date, to find out exactly how much money to bring to closing. Once you know the amount, you will need to obtain a certified check, payable to yourself, from your bank. You will then bring it to closing. You should also verify, with your lender, if there is anything else you need to bring to closing (i.e. proof of homeowner's insurance, etc.).



Step 20

The day of closing!

The day of closing has arrived. You will inspect your new home with our representative, approximately an hour and a half before your appointment at the Title Company. The purpose of this inspection is to make sure your new home is complete, clean and ready for you to move in. Your closing will take place at the Title Company. Once all of the required paperwork is signed and the closing is complete, you will receive the keys to your new home. You can now move in and celebrate!



Step 21

Warranty follow-up

As you live in your new home, miscellaneous warranty items may arise, which need our attention. In your closing packet you will receive a “30-day” and an “11-month” warranty review form. These anniversary dates are your opportunities to write down anything that needs our attention. Simply send in the form at the requested time and we will contact you to schedule an appointment to review your list and schedule any necessary repairs.





www.BigelowHomes.com