



***** PLEASE READ*****

**A SYDES CONSTRUCTION INC., PROCEDURES
FOR OFFER, SELECTIONS, UPGRADES & CLOSING**

1. PRESENTATION OF OFFER & ADDENDA

- ❖ 800-T – New Construction OTP MUST be accompanied by all addenda documented on the Easy Offer Document loaded under documents on HiveMLS.
- ❖ Package of “Builder Documents” is attached under documents on HiveMLS. **Builder requires a complete package to be submitted with the Offer.**
- ❖ Builder Deposits for listed homes are detailed on the MLS under “Agent Remarks”. Builder Deposit is due within 3 days of the effective date of the contract and must be payable to A. Sydes Construction, Inc. Please indicate the property address in the Memo Line of Check.
- ❖ Builder Deposit checks can be mailed directly to the builder at:

Attention Leah P. Quinn,
A Sydes Construction, Inc.,
100 Carolina Plantations Boulevard,
Jacksonville, NC 28546.

- ❖ Alternatively, they can be delivered to Leontine at 1501 E. Main Street, Havelock, NC 28532.

Builder DOES NOT accept Cash, Wired Funds or Earnest Money Deposits.

- ❖ Offers that are contingent on the sale of a buyer’s existing property will be subject to a higher builder deposit. Please speak to Leontine before the offer is presented so the amount of the deposit can be determined by the builder.
- ❖ Substantial Completion Date must state “Within 14 days of CO”. Refer to Leontine if home is almost complete at time of offer.

2. SELECTIONS (IF AVAILABLE)

- ❖ A Selection sheet of items already selected by the builder is included in the “Builder Documents” attached under documents in the MLS. Depending on the stage of construction, when the home goes under contract some changes/upgrades to these selections MAY be available.
- ❖ Once builder deposit is received by the builder, the Selections Coordinator will contact the buyer(s) and buyer agent to schedule a selections meeting. Selection meetings take place at the builder’s office located at 100 Carolina Plantations Boulevard, Jacksonville, NC 28546. Alternatively, for out-of-town buyers, selections may be made via a Zoom meeting. **Builder requires the buyer agent to be present in person at the builder’s office while buyer makes their selections remotely.**



- ❖ Please note that a hold will be placed on the construction until selections are complete. Therefore, it is important that selections are made quickly to allow building to move forward and avoid unnecessary delays.

3. CHANGE ORDERS/UPGRADES

- ❖ If buyer has upgrade requests that they know of ahead of the meeting, please email LeontineZambrano@SeaCoastRealty.com so these can be submitted to the builder ahead of the meeting.
- ❖ Upgrade requests after the selection meeting must be made directly to the selection's coordinator.
- ❖ If the buyer selects any upgrades, the builder will provide pricing for those items and once the buyer confirms which if any upgrades they wish to move forward with, the builder will provide an invoice to the buyer and the listing agent. The cost of the upgrades must be paid within 3 days. Once the payment is received by the builder, a CHANGE ORDER will be prepared and presented for signatures to the buyer(s). The CHANGE ORDER will reflect the price of the home including the cost of the upgrades. **THE BUILDER REQUIRES ALL UPGRADES BE PAID UP FRONT - NO EXCEPTIONS.**
- ❖ Once selections are complete an updated Selection Sheet will be prepared and sent out for the buyer(s) review and signatures.
- ❖ Please note that a hold will be placed on the construction until selections are complete. Therefore, it is important that selections are made quickly, and upgrade checks delivered in a timely manner to allow building to move forward and avoid unnecessary delays.

IT SHOULD BE NOTED THAT THE COST OF ANY UPGRADES MAY OR MAY NOT ADD TO THE APPRAISED VALUE OF THE HOME AS APPRAISERS DO NOT SIMPLY ADD THE COST OF THOSE UPGRADES TO DETERMINE VALUE.

**** PLEASE NOTE - NO CHANGES CAN BE MADE ON SITE WITH ANY A. SYDES REPRESENTATIVE OR ANY SUB-CONTRACTOR****

4. WHAT TO EXPECT DURING CONSTRUCTION....

- ❖ At specific phases of construction, the listing agent will provide updates to the buyer's representative to ensure the buyer remains informed. However, the buyer's representative should plan to check on the construction from time to time.



COLDWELL BANKER
**SEA COAST
ADVANTAGE**



- ❖ The listing agent will include the buyer's lender on updates when the home reaches approximately 55% and drywall is complete, at completion of cabinet installation and then again when the flooring is installed, and the house is 95% complete and ready for the initial appraisal. **PLEASE PASS ALONG ALL UPDATES TO THE BUYERS.**
- ❖ **PLEASE REMIND BUYERS** that they should be accompanied by their agent when visiting the job site.
- ❖ **PLEASE REITERATE TO YOUR BUYERS** that **CLOSING DATES** may be impacted by things outside of the builder's control to include weather, labor shortages and material shortages.

5. PREPARING FOR CLOSING

The closing attorney is:

Steven K. Bell
2809 Village Way
Trent Woods, NC 28562
Phone: 252-633-1236

closings@stevenkbell.com

ALL LENDER REQUESTS FOR TITLE WORK & BUILDER DOCUMENTS SHOULD BE MADE TO EVELYN MABERY AT CLOSINGS@STEVENKBELL.COM

ALL INQUIRIES RELATING TO BUILD STATUS SHOULD BE DIRECTED TO LEONTINE AT LEONTINEZAMBRANO@SEACOASTREALTY.COM OR CALL 252-259-0374.

As the home nears completion, the Listing Agent will address the following:

- ❖ Advise Lender & Buyer Agent when home is 95% and ready for the appraisal.
- ❖ Schedule the closing with the attorney. **PLEASE NOTE** the attorney will **NOT** schedule closings at the request of the buyer agent or lender as closing must be coordinated and approved by the builder.
- ❖ Schedule the orientation for the buyer and agent to walk the property with the builder's representative. If the buyer intends to do a home inspection, please consult with the listing agent to schedule the best time. Builder will require a copy of the home inspection report and a DDR request.



COLDWELL BANKER

**SEA COAST
ADVANTAGE**



- ❖ Order 99 A/B & deliver that along with the Certificate of Occupancy to the attorney who will get it to the lender.

- ❖ Confirm with the buyer agent the time of the final walk through to give the buyer the opportunity to confirm the punch list items and any DDR items have been completed. **ALL PAINT CONCERNS MUST BE ADDRESSED PRIOR TO CLOSING**, other incomplete items will be moved to the 30-day punch list.

BUYER(S) AGENT MUST EMAIL OUTSTANDING ITEMS TO THE LISTING AGENT TO ENSURE THERE IS A RECORD OF OUTSTANDING ITEMS PRIOR TO CLOSING.

KEYS WILL ONLY BE DISTRIBUTED ONCE THE SALE IS ON RECORD AT THE COURTHOUSE. NO EXCEPTIONS WILL BE MADE. Please consider that closings after 2 pm may not be recorded on the same day as the attorney may be waiting for funding authorization from the buyer's lender.