

## Horizons East Policies

### Offer:

Listing Agent cannot submit an Offer for Builder/Seller signature without ALL the following:

- PreQualification/PreApproval/Proof of Funds
- MOG Addendum
- HOA Addendum
- Builder's New Construction Addendum
- Attorney Engagement Letter
- Quality Design Features sheet
- Plat Map
- Plot Plan
- Floorplan
- Covenants and any Amendments
- Any other neighborhood specific documents in Flex Documents

Builder/Seller only accepts Due Diligence Fee or Building Deposit made out to "Horizons East", No EMD.  
**Due Diligence Fee and Builder Deposits are non-refundable.**

· Contingent offers may be accepted along with a higher deposit, but the buyer's current house **MUST** be pending

· Check(s) may be mailed or dropped off to:

Courtney Carter Homes, 1350 Gum Branch Rd suite 200, Jacksonville NC 28540

### Color Selections:

· If any color selections may still be made, once the deposit check has been received, the Listing Agent will reach out to schedule Color Selections.

· These Selections are done via Zoom and this meeting usually takes between 1-2 hours to complete.

· Please have buyer enter this meeting with all their upgrades and pricing requests in mind as any requests made after the selections meeting will incur a Change Fee.

· Any changes/upgrades must be directed through the Listing Agent. A Change Order must be completed and signed by all parties. Do not engage the onsite builder or tradesmen to make changes.

· All upgrades and premiums must be paid upfront and are non-refundable.

### Inspections and Appraisal:

· Buyer's agents will need to stay on top of their site visits to know when to order the appraisal and schedule any inspections. The Listing Agent's office typically checks the neighborhoods weekly and are happy to share stage of completion status updates, but it is the buyer's agent's responsibility to confirm and check on any specifics including utilities or stage of construction prior to ordering the appraisal, sending out a home inspector, etc.

- Neither the Listing Agent nor the Builder/Seller will be responsible for any re-inspections or buyer-side requested information on completion.
- Listing Agent is happy to provide one day codes to any authorized licensee or vendors.

**All Buyer-side parties acknowledge and agree that all communications before contract and while under contract, other than initial color selections/upgrades meeting (if applicable), will be directed through the listing agent/listing agent's office via the buyer's agent. The builder/seller will NOT discuss any other aspect of the transaction with the buyers or buyer's agent. The buyers MUST send all communication through their buyer's agent. The buyer is not to contact the listing agent/listing agent's office or the builder/seller directly.**

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 Buyer Agent Initials              Buyer Initials                      Buyer Initials

**Similar Photos and Similar Homes:**

The Builder/Seller reserves the right to alter any floor plan, specifications and features. Similar photos, videos, and cut sheets are for the purpose of floor plan layout only. Similar photos, walkthrough of a similar home and videos may include upgrades and/or features and selections that are no longer available and may not be included in your specific home. Included features vary from community to community. Buyers or Buyers Agents should confirm included features and selections available with the listing agent and view the included features sheet for the development **BEFORE** presenting an offer.

**Orientation/Walkthrough:**

- A couple weeks before closing Listing Agent will reach out to schedule the Builder Orientation/Walkthrough with the buyer and buyer's agent. This meeting usually takes between 1-2 hours.
- All inspection reports should be turned in to us at least 48 hours prior to the walkthrough so that the builder/seller rep can address the items at the walkthrough.
- At the walkthrough, the builder/seller rep will walk the buyer through the house and point out various systems and functions of the home. The buyer will also have the opportunity to mark any appropriate cosmetic issues with blue tape. Only items noted at this meeting by the builder/seller rep will be added to the builder's/seller's punch list. **NO PERSON, AGENT/BUYER OR OTHERWISE IS PERMITTED TO PUT BLUE TAPE IN THE HOME PRIOR TO THE WALK THROUGH WITH THE BUILDER/SELLER REPRESENTATIVE.**
- If the buyer is not local and cannot make it to this Walkthrough in person, they may designate a proxy to go in their stead. The proxy may be the buyer's agent. If the proxy is anyone else, the buyer's agent **MUST** attend as well. In either of these cases, prior to closing, an Orientation for the buyer will be scheduled that may take place immediately after closing or upon the buyer's arrival to the area.

The builder/seller attempts to make all repairs noted on the punch list prior to closing but sometimes there are items that could have delays. In this case, the punch list always survives closing and the builder/seller will coordinate with the buyer to have the repair completed within 90 days of closing. If the buyer would like to do a final walkthrough prior to closing, this final walkthrough will be coordinated with their buyer's agent, and preferably done at least 48 hours prior to closing. Neither the listing agent nor the builder/seller representative will attend the final walkthrough.

**Closing:**

- Once the Listing Agent has the fully executed contract, they will send it to the closing attorney Dewey Edwards.
- For your and the lender's information, the point of contact there is Jennifer Shugart: JenniferShugart@gevlaw.com
- No closing date estimates will be given until at least the time that cabinets are installed.
- The Listing Agent will work on scheduling an actual closing slot once they have a completion date and walkthrough date confirmed by the Builder/Seller. The closing will be scheduled by the listing agent/listing agents admin and communicated to the buyers agent via email. No other person, regardless of their role can schedule closing verbally.
- Closing MUST be at least 7 business days after the walkthrough is completed.
- Please be sure to have utilities turned over to the buyer's name on the day of closing.
- Keys(to include mailbox keys if applicable) will be available at the Listing Agent's office **only after the Deed has been recorded into the buyer's name.**

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Buyer Agent Signature

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Buyer Signature

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Buyer Signature