



COLDWELL BANKER
**SEA COAST
ADVANTAGE**

A. SYDES CONSTRUCTION INC.

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

BUILDER'S NEED TO KNOW INFORMATION

PRESENTATION OF OFFER & ADDENDA

- ❖ **800-T - New Construction OTP MUST be accompanied by all addenda documented on the Contract Information Checklist which is part of the Easy Offer Information and is attached to the MLS Listing.**
- ❖ **Construction Fees are due within 3 days of the effective date of the contract (Per 1(l) of OTP) and must be payable to A. Sydes Construction, Inc. Please indicate the property address in the Memo Line of Check.**
- ❖ **Construction Fee checks should be dropped off at Coldwell Banker Sea Coast Advantage, 1501 E. Main Street, Havelock or can be mailed Attention Leah P. Quinn, A. Sydes Construction, Inc., 100 Carolina Plantations Boulevard, Jacksonville, NC 28546.**
- ❖ **Builder DOES NOT accept Earnest Money Deposits.**
- ❖ **Construction Fee(s) for listed homes are detailed on the MLS. Please refer to agent comments.**
- ❖ **Any offers that are contingent on the sale of a buyer's property will be subject to a higher minimum construction fee. Please speak to Leontine before the offer is presented so the amount of the deposit can be determined by the builder.**



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REFER TO CONTRACT TO CLOSE INSTRUCTIONS FOR LENDERS & BUYER AGENTS. Buyer's agents should forward this document to the buyer's lender. EXECUTED CONTRACT will be forwarded by the LISTING AGENT to the closing attorney, Steven K. Bell.

SELECTIONS (IF AVAILABLE)

- ❖ **A Selection sheet of items already selected by the builder is attached under documents on the MLS. Please provide a copy to the buyer. Depending on the stage of construction when the home goes under contract some changes/upgrades to these selections MAY be possible.**
- ❖ **Once the builder receives the construction fee, the Selections Coordinator will contact the buyer 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 done via a Zoom meeting**
- ❖ **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. Please note that a hold will be placed on the construction until selections are complete. Therefore, it is important that selections are done quickly to allow building to move forward and avoid unnecessary delays.**
- ❖ **Once selections are complete, the builder will provide an invoice to the buyer and the listing agent. Only when the payment is received by the builder for the selections/upgrades will a CHANGE ORDER be prepared and presented for acceptance by the buyer.**

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



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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 themselves plan to check on the construction from time to time.
- ❖ 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 appraisal.
- ❖ 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.