



A Sydes Construction, Inc. Policies & Procedures

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Acknowledgement:

The undersigned has read and reviewed the policies contained herein prior to making their offer.

Buyer

Buyer

Buyer's Agent

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1: Offer Requirements:

- Buyer & Buyer Agent should review enclosed Policies & Procedures in detail for a clear understanding of the process from submitting the offer through closing. Also review in detail the **Builder's Addendum, Construction Specifications, Plot Plan, & Floor Plan for additional important information.**
- Required builder addenda are under attachments on MLS. Includes an "Offer Package Checklist" w/ all required forms for offer submittal. **Only complete packages can be submitted to the builder's office.**
- Please use **800-T New Construction Offer to Purchase** for non-completed homes.
- **Builder requires "CO + 14 Days" as the contractual closing date for non-completed homes.** Listing agent will provide an estimated completion date which is also displayed for each property on the MLS.
- Please make sure the buyer receives a copy of the covenants. They are also uploaded as attachments.

Builder only accepts Building Deposit / Due Diligence checks made out to "**A Sydes Construction, Inc.**" No EMD

- Minimum building deposit for "spec" listings are stated in MLS "Agent Remarks" for each house currently listed.
- Contact listing agent for "Presale" Deposit Requirements.
- Contingent offers require higher deposits. See "Building Deposit Requirements" under attachments on MLS.
- Deposit checks can be dropped off "**Attention Jeremy & Home Team Elite**" at Keller Williams Realty 1320 McCarthy Blvd. New Bern, NC 28562 **or mailed direct to builder's office.**

A Sydes Construction

PO Box 7122

Jacksonville, NC 28540

(Make a Photocopy to Share w/ your agent prior to mailing)

2: Buyer Selections:

- Depending on stage of construction when contracted, some buyer design center selections may still be available.
- Confirm spec selections with the listing agent and what selections can still be changed prior to submitting the buyer's offer.
- **Upon receipt of the Building Deposit**, the builder's office will reach out to schedule the buyer's selections appointment if any changes can still be made.
- Buyer selections are done in person at builder's office **100 Carolina Plantations Blvd., Jacksonville, NC 28546.** Builder does offer remote selections for out-of-town buyers via Zoom. Please make those arrangements "if needed" when the selections coordinator reaches out to schedule the appointment. **The builder requires the buyer's agent to be present "in their office" when buyer is making on-line Zoom selections.**
- **The builder's office hours are 8am to 4pm Mon. – Fri., Please note that communications after business hours or on the weekends will be answered by Syde's office staff the following business day in the order they were received.**

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3: Change Orders / Upgrades:

- Prior to contracting, please submit any **“must have” Change Order / Upgrades** to the listing agent so they can be sent to the builder’s office for approval and pricing. This is done on a limited basis prior to going under contract.
- Post selections meeting, all other upgrade requests can and should be made directly to and through the builder’s selections coordinator for approval & pricing. Upgrades are priced per request and per plan. Often the builder’s office must request upgrade prices from their vendor / subcontractors, so please understand some pricing takes time for them to receive a response.
- Homes are placed on “Hold” from contract through the end of selections & change orders. This can affect estimated completion schedules, so it is best practice to schedule your selections as soon as possible, make selections and upgrade decisions as timely as possible and get your upgrade checks into the builder’s office without delay. Building resumes as soon as the above has been accomplished.
- All **“selected”** upgrades will be invoiced and require payment within 3 to 5 business days from receipt of the invoice. Upgrade payments are **non-refundable. Builder’s closing cost incentives (if any) cannot be used for upgrades / change orders. Closing cost incentives at paid at closing.**
- The builder encourages the buyer to consult with their lender prior to making Change Orders to make sure they don’t affect the buyer’s pre-approval or loan status. See Change Order Addendum below for how Change Orders are processed contractually.
- Upon receipt of invoice payment, the builder’s office will send a “Finalized Selections Sheet” for your signature. Please review carefully prior to signing and returning as this form will be the controlling document used for the construction of your home, selections, & upgrades. **If the builder and buyer agreed to any deletion credits during the selections process, please make sure they are stated on this form. If so, they will be added to the buyers closing cost incentive on the contract at the time the buyers Change Order Addendum is initiated.**
- A **Change Order Addendum** will be generated once payment is received by the builder’s office & the builder has confirmed there will be no additional changes / upgrades. The Change Order Addendum (Required by the 800-T) accounts for all pre-paid upgrades during the transaction. Paid upgrades are added to the purchase price and upgrade payments are added to your initial building deposit on the contract to offset the increase to purchase price. Your balance due to the builder remains unchanged from the original contract on last line of clause 1D.
- ***Buyer should be aware that Change Order / Upgrades may or may not add to appraisal value of the home. The type of upgrade, the appraiser, & the availability of comparable sales with those upgrades are often a factor. Generally, appraisers do not do line-item adjustments for a long list of upgrades. The builder requires upfront payment of all Change Order / Upgrades thereby preventing them from possibly becoming appraisal issues.***

4: Construction Progress Updates, Inspections, & Appraisals

- Buyer agent should periodically check / site visit the property and update their buyer. See clause 10 of Builder’s Addendum for site visit policy.
- Listing agent will provide the buyer’s agent periodic construction phase updates when certain milestones of construction occur. **It is important for the buyer’s agent to share these with the buyer.** The listing agent will include the lender on construction phase updates once the house reaches paint phase.
- If you plan to have a Home Inspection, coordinate that with the listing agent. Builder requires a copy of the home inspection & buyer DRR prior to the buyers walk-thru and orientation so any repair items can be agreed to and covered during the meeting.
- Lenders will typically do a 90% appraisal with final inspection at 100% completion for new homes. Listing agent will notify all parties when the home has reached 90% appraisal ready. Listing agent will also notify all parties when the builder has the home ready for 100% appraisal re-inspect if the lender requires one.
- Neither listing agent nor builder are responsible for any re-inspection fees required by lender for the property.

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5: Buyer Orientation & Walk-Through

- Approximately 2 weeks prior to closing, the listing agent's field care specialist Kayla Caudel will reach out to the buyer's agent to schedule the buyer's Orientation / Walk-Through with the builder. This meeting typically takes 1 to 2 hours. The builder offers Walk-Through meetings Mon. – Fri. with start times at 9am and 1pm. They are subject to availability of builder's walk-thru calendar.
- This is the only Walk-Through for which the builder representative will be present prior to closing.
- A copy of the Home Inspection and buyer's DRRR should be sent to the Listing Manager (Kayla Caudel) prior to the Walk-Through so the builder rep can address any repair items during the Walk-Through.
- At this meeting, the builder rep will walk the buyer through the home and point out various systems and functions of the home. The builder rep will also review the builder's welcome package and discuss how to handle warranty items and the 30 day and 1 year punch list procedures. The buyer will have the opportunity to mark any appropriate cosmetic issue with blue tape. Only items noted on the Walk-Through punch list established at the time of Walk-Through will go on the builder's punch list.
- If the buyer is not local and won't be able to make the Walk-Through, they may designate the buyer agent to attend on their behalf. If this is the case, the builder requires the buyers to sign an Acknowledgement that the agent is doing it on their behalf. The Buyer will need to schedule the Orientation portion of the Walk-Through with the builder's office shortly after closing.
- The builder intends to make all qualifying repairs noted on the original punch list prior to closing. Some items can have delays and may not be finished prior to closing. In this case the listing agent's field care specialist will note these items with the builder and inform the buyer's agent prior to closing. The punch list survives closing and the builder's office will coordinate repair of these items directly with the homeowner as they will require to be scheduled once the homeowner has taken possession.

6: Closing & Attorney Info:

- Once the listing agent has a fully executed contract, they will send it to closing attorney Steven K. Bell (per builder's addendum.)
- For your and the lender's information, the point of contact is **Evelyn Maybery**
Email: closings@stevenkbell.com **Phone:** 252-633-1236
- Share the "Closing Attorney Info Sheet" attached on MLS with the buyer's lender. It provides valuable instruction the lender should use when working with the closing attorney.
- The listing agent and / or listing manager will schedule a closing date & time with the closing attorney once they have a completion date (CO) and walk-through date confirmed by the builder.
- Closing must be at least 7 days from Walk-Through date to allow for punch list work and final cleaning. This should also give your lender ample time to receive final appraisal and get the file clear to close and sent to the attorney.
- Please make sure buyer have "**All**" utilities transferred within 72 hours of closing. See "Service Providers Sheet" attached on MLS. This information is also in buyers welcome package from Walk-Through.
- ***Attorney requires closing instructions from lender at least 24 hours prior to closing, or closing may need to be rescheduled.***
- ***Keys (including mailbox keys) are released by the attorney at recordation of the deed in the buyer's name and not at the closing table. Schedule moving plans accordingly. No deliveries are permitted prior to recordation and key transfer.***