

## DAY 1/10 - RECEIPT OF CERTIFICATE OF OCCUPANCY (C.O.)

- Our Permit Dept. will send an email upon Receipt of C.O. This will trigger scheduling of our internal 120-point Quality Control Walk (QC Walk) between our Warranty Manager (WM) and the Construction Manager (CM) that built the house.
  - This is an internal check and balance system to ensure our CM performed a quality build.
- The Title Company will be notified by the Warranty Manager to initiate closing with all parties involved in the transaction.
- Our Accounting Dept. will perform allowance reconciliations and owner(s)/buyer(s) will be notified of any overages at that time.

## DAY 2/10 - QC WALK SCHEDULED WITH CM & WARRANTY MANAGER

- House is walked and QC punch is scheduled by CM to be completed within 3-5 days of QC Walk.
- Upon completion of QC Walk owner(s)/buyer(s) are contacted and updated as to how the QC Walk went.
- Owner(s)/buyer(s) will be contacted to schedule Homeowner Orientation/ Walk within 3-5 days after completion of QC Walk, depending on the workload of the QC punch list.
- Third-party Home inspections should not be scheduled until completion of the QC punch list and are best to be scheduled with the Homeowner Walk.



## *Sprosen Signature Homes* Proposed Closing Checklist

## DAY 5/10 - HOMEOWNER ORIENTATION

- QC Walk punch will need to be 80-100% complete before a Homeowner Orientation/Walk is scheduled.
- Upon completion of Homeowner Orientation/Walk, WM will complete all paperwork and schedule punch.
- Work is noted on a daily log, agreed to by owner(s)/buyer(s) and scheduled to be completed.
- If owner(s)/buyer(s) want(s) a home inspection, it needs to be scheduled the same day as Homeowner Orientation/Walk.
- The Title Company will begin to finalize closing with all parties of transaction.

## DAY 10/10 - VERIFICATION WALK AND CLOSING

- Verification Walk is scheduled with Warranty Dept. and owner(s)/buyer(s).
- Once sign off is received closing can be finalized with The Title Company.
- We cannot deliver the home with any open items on the punch list. The only exception to this is an order item, and that is at the builder's sole discretion.
- The Title company will perform the closing upon receipt of the final signed off walk sheet showing all work is completed in the home and it is ready for delivery.