



HOME BUILDING GUIDE

“Building memories to last
generations.”

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OUR COMMITMENT

Trusted Advisor

Our number one responsibility is to be your trusted advisor, guiding you through all the details of searching, designing, & finally building your **dream home**.

Building Specialist

We will provide you with an overview of the market and help you determine a fair valuation of the land we find together.

Expert Communicator

With weekly updates every Friday, we keep you updated on anything that may affect your home build timeline. You can also view pictures and timelines in our buildertrend client portal.

Advocate

You may encounter some obstacles during the build of your home, and our job as your builder is to help you navigate these. We will review the property & aid in any home remedies. We will also monitor the progress and evaluate the results of every building step to make sure that your vision comes to life. Promoting your best interests is our top priority.

Negotiator

As your builder we will guide you through the process, prepare your custom home & help you come up with a strategy that puts you in the best position possible by using vendors & contractors with reputable quality and fair pricing.

Service

We will assist you in selecting trusted service providers for insurance, financing, realtors and many other services before, during, and after your purchase.

WHAT TO EXPECT FROM US

Home Building Consultation

Let's start with a consultation to discuss your needs and goals, and to plan your property search. We will provide advice on design options, materials, and timelines. This is your opportunity to ask questions, clarify any doubts, and gauge whether we're a right fit for you and your new home.

“Building memories to last **generations.**”

Blueprint Review

After our consultation, we will show you blueprints that meet the criteria you have selected from our initial meeting.

Blueprint Alternatives

Not finding exactly what you're looking for? Blueprint alternatives offer more flexibility, so we can find something better suited for you.

Builders Package

We provide all the resources you need during the construction process to ensure the successful completion of your new home.

Financing Qualification

We will arrange to have you pre-approved with one of our trusted advisor partners.

Land Evaluation

We will review all the features of a property that may affect its value or incur extra cost such as a soil test, survey boundaries, etc.

Review of Land Testing

We will thoroughly review the seller's written property disclosure statement and any other documents pertaining to the condition of the land. We will also make you aware of any known zoning defects that could affect your build.

Home Warranty

We prioritize **quality** and stand behind our work. We'll go over our home warranty details later in this book.

Home Inspections

We do recommend that you obtain a professional home inspection.



With you all the way

- **Estimate of Funds Required**

We will work with your lender to provide you with a preliminary estimate of your down payment and closing costs anticipated in the transaction.

- **Negotiation Strategy**

We will prepare a negotiation strategy for the land you have selected. (If you do not already own the land)

- **Offer Presentation**

We will present your purchase offer in the most favorable light possible for the land purchase.

- **Build Contract**

We will prepare a building contract on the home you choose to build.

- **Personalized Client Portal**

We will provide information and pictures throughout the process using our client portal in Builder Trend. This period can be stressful as you are investigating the property and we are getting your home in order. We're here to help.

- **Builder Walk-Through**

The initial phase is just the beginning. There are other walk throughs that will take place, such as foundation, framing, trade rough-ins, are just a few examples.

- **Home Inspection Remedies**

We will work with you to remedy the items you specify.

- **Client Walk-Through**

We will accompany you on a thorough walk-through of the property before closing to ensure you are happy.

- **Finalizing the Build**

We button up any items caught during the walk-throughs and hand over the keys.

- **After Build Service**

We will contact you after the build to follow up on remaining details or service needs that are during the warranty period.

FINANCING YOUR NEW HOME

What is the difference between **pre-qualified** and **pre-approved**?

A **pre-qualification** consists of a discussion between a home buyer and a loan officer. The loan officer collects basic information regarding the customer's income, monthly debts, credit history and assets, and then uses this information to calculate an estimated mortgage amount for the home buyer. This step gives you an idea about what you can afford.

A **pre-approval** is the next step. An application will be taken and documentation regarding your finances will be required. This is the best way to determine your ability to obtain financing.

What types of mortgage programs are offered?

Currently, there are numerous mortgage products available, including, but not limited to:

- 15, 20 & 30 Year Fixed Rate Loans
- Adjustable Rate Loans
- VA, FHA & USDA Loans

All mortgage products have their own benefits and disadvantages. It is important to talk to your trusted mortgage professional to determine your best option.

What documents will I have to provide?

Please see the provided documentation list in this guide for more information.

Could anything delay approval of my loan?

If you provide the lender with complete, accurate information, everything should go smoothly. You may face a delay if the lender discovers credit problems, such as a history of late payments or nonpayment of debts, or a tax lien. You may then be required to submit additional explanations or clarifications. You should also be sure to notify your lender if your personal or financial status changes between the time you submit an application and the time it is funded. If you change jobs, get an increase (or decrease) in salary, incur additional debt or change your marital status, let the lender know promptly.

How long does it take to process a mortgage application?

Usually about 45 days, although it can take as few as seven and as long as 90 for some transactions. The actual time depends on the lender you choose, how quickly the appraisal can be done, items on your credit report, and verification of income and assets.

What's included in my house payment?

Principal and interest on your loan. Depending on the terms of your loan, the payment may also include homeowners insurance, mortgage insurance and property taxes.

Can I pay those other things separately?

Not if it's an FHA or VA-insured loan. With most loans, you can pay your own taxes and insurance if you borrowed no more than 80% of the purchase price or appraised value of your home. Check with your lender to be sure.

What do the closing costs include?

Closing costs cover processing and administration of your loan. In addition to a loan fee, you'll usually be asked to prepay interest charges, to cover the partial month in which you close, and impounds for property taxes, property insurance and mortgage insurance.

When do my mortgage payments start?

Usually about 30 days after closing. The actual date of your first payment will be included in your closing documents.





MORTGAGE DOCUMENTS

For your convenience, we have included this checklist. The sooner you start gathering the documentation the better off you will be. Having as much of this information as possible will speed up your pre-approval process.

Pre-Approval

These are the items we need to complete the pre-approval process. It is possible to be qualified contingent on receiving some of this documentation at a later date, but it could slow down the process of building your dream home.

- ☐ W-2s for the last two years
- ☐ Pay stubs for the last 30 days consecutively
- ☐ Bank statements from the last two months (all pages - even blank)
- ☐ Authorization to order your credit report

Self Employed?

- ☐ Tax returns for the last two years (both business & personal)
- ☐ Profit & Loss statements for the last two years

Veteran?

- ☐ Certificate of Eligibility
- ☐ Discharge Papers

*This is a general list to get you started, but follow the guidance of your mortgage professional for a more comprehensive list taking into account your specific situation. Please keep in mind that this is for the pre-approval process. More documentation may be required for your loan to be fully approved.

MORTGAGE PROCESSSS

PRE-APPROVAL



Consultation

Define Goals

Take a few minutes to talk to a qualified mortgage professional. They need to understand what you want to accomplish and where you are in the process to create a tailored option to best meet your goals.

Select an Option

Tailored plan to meet your goals

Most lenders offer a wide array of products with the goal to be able to offer choices for most scenarios. Using the consultation customized options will be presented.



Documentation

Gather supporting documents

There are guidelines that must be followed in order to qualify for a mortgage. This requires certain documentation be provided - a general list is provided in this booklet. In this stage you will receive either a pre-qualification or full application in the case you have already found a property.

PROCESSING & UNDERWRITING

File Setup

Lock your loan & appraisal completion

After the application is completed your loan may be locked and appraisal ordered. The appraiser will coordinate with the seller or seller's agent to schedule. You will receive a copy of your appraisal when completed.



Processing

Packaging your file for approval

Your application and supporting documentation will be reviewed in anticipation of receiving the appraisal report. Once your appraisal is received your file will be ready to be underwritten. You may hear from our team during this stage in the case that additional documentation is required.

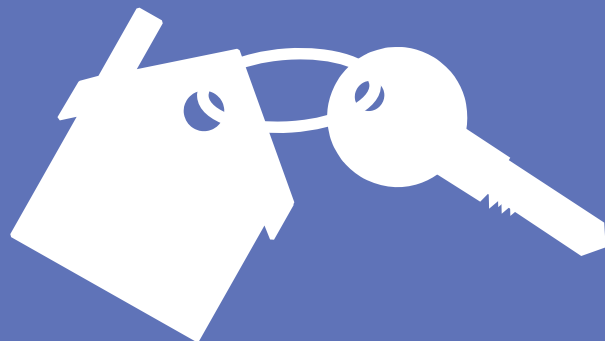
Closing

Sign your closing package

Your file will be submitted to the closing department as soon as it has been cleared by Underwriting. There are very specific disclosure rules that all lenders must follow throughout the process and during this stage you will receive documents that must be signed before closing. The actual closing will take place with an attorney of your choice and will typically take around 30 minutes.



We strongly recommend that you get pre-approved for a mortgage prior to designing blueprints. This helps us customize a home tailored to you, and your needs.



HOME BUILD

PRE-CONSTRUCTION

SITE PREPARATION

FOUNDAT

3-4 Months*

1-2 Months

3-4 Week

- Lender pre-approval
- Select builder/architect
- Scout locations to build
- Review plans online
- Refine blueprints
- Pick selections with designer
- Contract signing

- Pulling permits
- Land clearing and grading
- Temporary construction driveway
- Utilities installation
- Survey

- Dig footings
- Pour concrete in
- Lay CMU block
- Add brick if desir

***By selecting one of our preferred plans this can be expedited to 1-2 months**

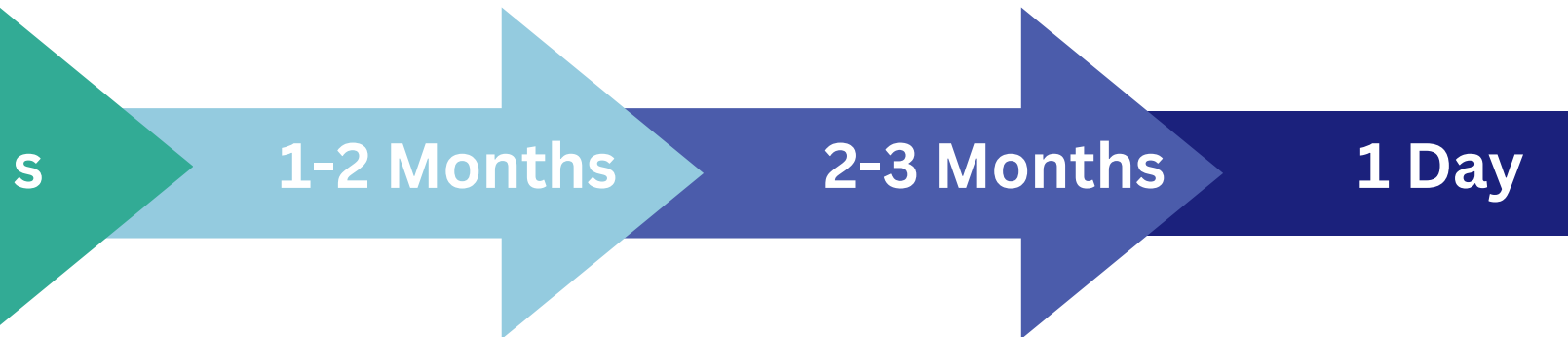
ING TIMELINE

ION

FRAMING

FINISHES

CLOSING



footings

ed

- Frame construction
- Roofing
- Flooring system installed
- Windows & exterior doors

- Exterior paint or staining
- Interior finishes (plumbing, electrical, & HVAC)
- Painting and touch-ups
- Final inspections

- Final walkthrough
- Move in!

FAQs DURING YOUR HOME BUILD

How long will the construction process take?

The duration can vary greatly based on lots of factors. Size, complexity, local building regulations, even weather are just a few examples. On average, the construction of a new home takes anywhere from 4-12 months. That's why communication is one of our main focuses. We want to maintain communication regularly throughout the process to ensure that everything stays on track.

What is the expected cost of building a custom home?

A lot of different factors go into play here. As a rough estimate, custom homes typically range from \$150-\$400 a square foot. It also depends on if you already own the land, or will be purchasing land as well. During our building consultation we will work together and talk through what exactly you are looking for, and create an informed estimate.

Can I make changes to the design once construction has begun?

In most cases it is possible to make changes, but it may incur additional costs and delays. Minor changes, such as upgrading finishes, may be more feasible than major structural alterations.

Do you provide assistance with obtaining permits and approvals?

Part of our service is helping you through every step of the way, permits and approvals included.

How often will I receive updates on the progress of my home?

In addition to daily updates on the client portal, we will have a scheduled weekly 1x1 call to discuss updates and answer any questions.

What types of warranties do you offer on your work?

Structural Warranty: This covers the structural integrity of the home.

Workmanship Warranty: This covers the quality and workmanship performed.

Systems Warranty: This covers the major systems such as plumbing, electrical, and HVAC.

Manufacturer Warranty: Many of the builder materials used may include manufacturer warranties such as roofing materials, windows, appliances, and fixtures.

What energy-efficient features can be incorporated into the home?

High-efficiency HVAC systems: This can significantly reduce energy consumption for heating and cooling.

Proper insulation: Adequate insulation in walls, floors, and attic spaces helps maintain a consistent indoor temperature, reducing the need for heating and cooling.

Energy-efficient windows and doors: Choosing windows and doors with double or triple-pane glass, low-emissivity coatings, and insulated frames can improve thermal efficiency and reduce heat loss or gain with proper installation.

LED lighting: Installing energy-efficient LED light fixtures and bulbs throughout the home can significantly reduce electricity consumption compared to traditional incandescent or CFL bulbs.

Energy-efficient appliances: By selecting ENERGY STAR certificated appliances can save energy and water usage over time.

Solar panels: Incorporating solar panels on the roof or property can offset electricity usage and reduce reliance on the grid.

Passive solar design: Orienting the home to take advantage of natural sunlight and incorporating features such as large south-facing windows, thermal mass, and shading devices can help reduce heating and lighting needs.

Smart home technology: Installing programmable thermostats, smart lighting systems, and home automation controls can optimize energy usage and

improve overall efficiency by allowing homeowners to monitor and adjust energy consumption remotely.

Are there restrictions on the types of materials or finishes I can choose?

Restrictions vary based on local building codes, HOA restrictions, architectural guidelines, zoning ordinances, and budget constraints.

What is the payment schedule for the construction project?

A typical payment schedule looks like:

Deposit: An initial deposit or down payment is required to begin the building process. This is a percentage of the total build cost and generally ranges from 10%-30% depending on customization and cost.

Progress payments: Made at various stages of the building process, these will be outlined in the construction contract. Common milestones for progress payments include:

- Foundation poured
- Framing completed
- Roofing installed
- Interior finishes completed
- Final inspection and completion

Final payment: The final payment is made upon completion of the home and any remaining work outlined in construction contract. This is typically made after the final inspection has been conducted, and any necessary corrections or adjustments have been made.

Can I visit the construction site during the building process?

We encourage you to visit the site regularly to observe progress, ask questions, and address any concerns you may have. By actively participating in the construction process, you can help ensure that your custom home is built to your specifications and meets your expectations. All communication needs to flow through us as the project manager.

What steps are taken to ensure quality control during construction?

- *Pre-Construction Planning:* We don't take this stage lightly. Thorough planning and preparation before construction begins helps set the stage for a successful project. This includes developing detailed construction plans, specifications, and schedules.
- *Supplier and Subcontractor Selection:* We carefully choose reputable suppliers and subcontractors with a track record of quality workmanship.
- *Regular inspections:* By conducting regular inspections at key stages of the construction process helps identify any issues or deviations from the plans early on.

- *Quality materials and workmanship:* By using high-quality materials and skilled labor is fundamental to achieving a well-built home.
- *Communication and Collaboration :* Effective communication and collaboration is essential for ensuring that everyone is aligned with project goals and expectations. We encourage client involvement and feedback throughout the process. We provide weekly calls and client portal to ensure proper communication.
- *Post-Construction Inspections & Warranty:* After construction is complete, conducting final inspections and addressing any remaining issues or deficiencies ensures that the home meets quality standards before you start moving in.

Will landscaping be included in the construction project, or is that separate?

During our consultation we will discuss your preferences, and tailor a package that works best for you. This includes landscaping. Whether it be just the basic grading, seeding, and planting grass, or something more, we will make sure you **love** your new home.

WARRANTY INFORMATION

Quality is important,
especially in your new home.

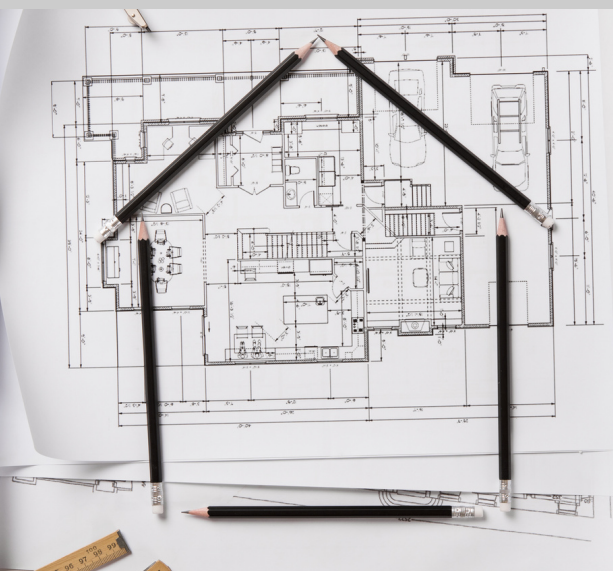
We take pride in our craftsmanship and stand behind the quality of our work. While your home was carefully constructed, occasionally unforeseen problems arise, even in the best-built homes. Our commitment to excellence means that we guarantee the integrity of your new home and that's why we provide a workmanship warranty. This demonstrates our confidence in the reliability of our homes, and also our dedication to your long-term happiness in your new home.

Workmanship Warranty

Your workmanship warranty provides coverage from the day of closing and establishes the standards applicable to the fit, finish and materials used in the construction of your home. This includes:

- *Defects in Construction:* defects in workmanship such as improper installation of materials, faulty construction techniques, or mistakes in building processes.
- *Leakage or Water Intrusion:* issues related to water leakage or intrusion caused by improper sealing, flashing, or installation of roofing, siding, windows, or doors.
- *Structural Integrity:* this includes the framing, foundation, and load-bearing components, ensuring they are built to code and free from defects.
- *Finishing Work:* issues with finishing work such as drywall installation, painting, trim carpentry, and flooring installation, ensuring they are completed to a high standard.
- *Plumbing and Electrical Work:* including faulty wiring, leaking pipes, or inadequate installation of fixtures, may be covered by the warranty.
- *HVAC Systems:* defects in heating, ventilation, and air conditioning (HVAC) systems, including installation errors or malfunctioning equipment.
- **For more information refer to your warranty documents.**

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GLOSSARY OF CONSTRUCTION TERMS

Addendum (Addenda)

Written information adding to, clarifying or modifying the bidding documents. An addendum is generally issued by the owner to the contractor during the bidding process and as such, addenda are intended to become part of the contract documents when the construction contract is executed.

Alternative Bid

Amount stated in the bid to be added or deducted from the base bid amount proposed for alternate materials and/or methods of construction.

Architects Supplemental Information (ASI)

An ASI is a form used by an architect to specify additional instructions and interpretations relating to a set of architectural plans. An ASI is also issued to order minor changes in the architectural work to be accomplished, changes that may vary from the original plans.

As-Built Drawings (Record Drawings)

Contract drawings marked up to reflect changes made during the construction process. It is good practice to make As-Built drawings by marking the changes on reproducible drawings such as sepias for duplication purposes later.

Assignable Square Footage (ASF)

Usable square footage within a physical space (measured from finished wall to finished wall).

BuilderTrend

A construction project management software designed to streamline various aspects of construction projects, from

planning to completion. It offers features such as project scheduling, communication tools, document management, budget tracking, and customer management. BuilderTrend aims to improve efficiency, collaboration, and organization within construction teams, helping them manage projects more effectively and deliver them on time and within budget.

Change Order

A written document between the owner and the contractor signed by the owner and the contractor authorizing a change in the work or an adjustment in the contract sum or the contract time. A change order may be signed by the architect or engineer, provided they have written authority from the owner for such procedure and that a copy of such written authority is furnished to the contractor upon request. The contract sum and the contract time may be changed only by change order. A change order may be in the form of additional compensation or time; or less compensation or time known as a Deduction (from the contract) the amount deducted from the contract sum by change order.

Constructability Review

Review of plans and specifications either by a contractor or third party reviewer to ensure accuracy and proper detail of the construction plans.

Construction Documents (CD Phase)

Detailed plans indicating how to construct the physical spaces of a building – or All drawings, specifications and addenda associated with a specific construction project.

GLOSSARY OF CONSTRUCTION TERMS

CSI Master Format

The CSI Master Format is a system of numbers and titles for organizing construction information into a regular, standard order or sequence. By establishing a master list of titles and numbers Master Format promotes standardization and thereby facilitates the retrieval of information and improves construction communication. It provides a uniform system for organizing information in project manuals, for organizing project cost data, and for filing product information and other technical data.

Estimate

An approximation of the expected cost to complete the work/project as outlined in the scope of work.

General Conditions

A written portion of the contract documents set forth by the owner stipulating the contractor's minimum acceptable performance requirements including the rights, responsibilities and relationships of the parties involved in the performance of the contract. General conditions are usually included in the book of specifications but are sometimes found in the architectural drawings.

Guaranteed Maximum Price (GMP)

The agreed upon maximum price between the Contractor and Owner to build a project per the drawings and specifications developed.

Gross Square Footage

Square footage that includes all unusable space within a building, ie: corridors, custodian closets, inside walls, utility spaces, etc.

Preliminary Design (PD Phase)

Further developed plans showing physical

spaces and attributes such as doors, windows, walls, etc.

Punch List

A list of deficiencies, incomplete, or unacceptable work items compiled by the project manager during the final inspection of a project.

Request for Information (R.F.I.)

A written request from a contractor to the owner or architect for clarification or information about the contract documents following contract award.

Schedule of Values

A statement furnished by the contractor to the architect or engineer reflecting the portions of the contract sum allotted for the various parts of the work and used as the basis for reviewing the contractor's applications for progress payments.

Schematic Design (SD Phase)

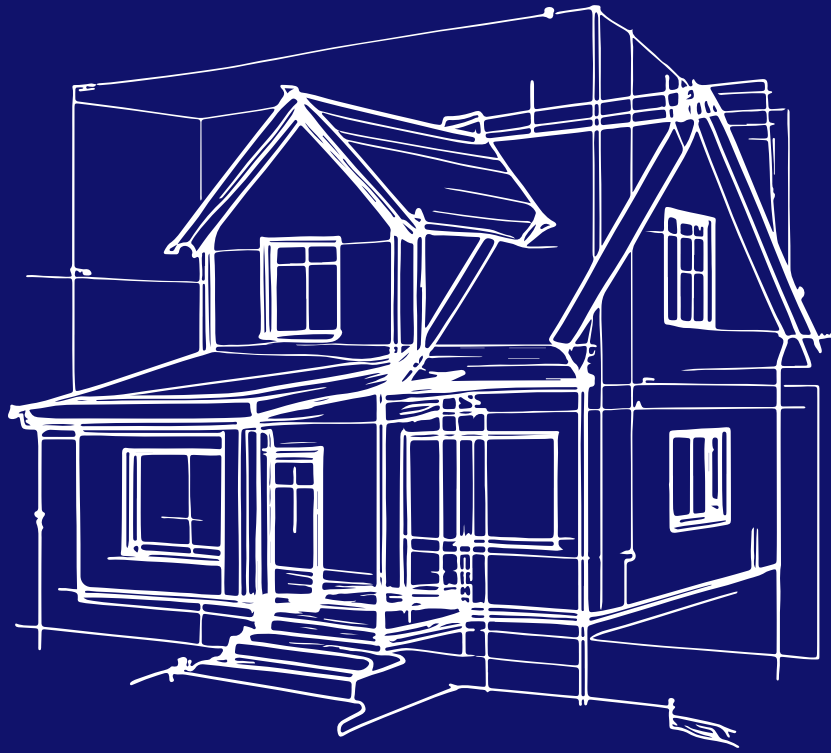
Conceptual plan showing locations of program space at scaled size.

Specifications

A detailed, exact statement of particulars, especially statements prescribing materials and methods; and quality of work for a specific project. The most common arrangement for specifications substantially parallels the CSI (Construction Specification Institute) format. (see CSI)

Time and Materials (T&M)

A written agreement between the owner and the contractor wherein payment is based on the contractor's actual cost for labor, equipment, materials, and services plus a fixed add-on amount to cover the contractor's overhead and profit.



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