



## **Sales, Construction and Walkthroughs**

The Summit Combined Housing Authority is your primary point of contact during the initial sales period prior to executing a Purchase and Sale Agreement, and will remain your primary point of contact throughout the construction process for all items associated with the Purchase and Sale Agreement, lending requirements and processes, education classes, and all necessary documents related to the purchase process.

After you executed a Purchase and Sale Agreement you will be contacted by a Client Administrator with Smith Ranch Development who will confirm your selections and upgrades, and update you on progress during construction through the BuilderTrend software.

During construction, the following rules will be in force:

1. You cannot enter the job site without a prescheduled walk-through EVER. If you do, it will be considered trespassing and the police will be called. And, Smith Ranch Development reserves the rights to break contract if this rule is broken.
2. If you would like to visit the job site prior to your closing walk-through, you need to schedule an appointment with the Client Administrator. 30 minute appointments will be offered between 11:00 AM and 3:00 PM on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month. The attached Waiver must be signed and adhered to at each site visit.
3. Your Client Administrator will send you updates on the construction of the home through BuilderTrend.
4. Within 30 days of completion, the Client Administrator will provide a solid expectation on your walk-through and closing date, and request that you confirm a day and time between 9:00 AM and 3:00 PM Tuesday-Friday to conduct your walk-through and closing. Please allow 1 ½ hours for the walk-through and 1 additional hour for closing. Your walk-through and closing will occur on the same day. Walk-throughs will not be conducted

unless closing is scheduled to occur, and the contracted buyer must be present for both. Only 1 walk-through will be conducted.

5. You will have 15 days after closing to identify any cosmetic items not noticed during walk-through. Such cosmetic items do not include move-in damage or wear and tear. These items should be reported through BuilderTrend, and any non-emergency items should be consolidated and submitted as one list on the 15<sup>th</sup> day.
6. After the initial 15-day period, you may report warranty items and schedule appropriate subcontractors through BuilderTrend. Please familiarize yourself with the Limited Warranty and Standards of Construction prior to identifying a warranty claim.