



## Program Checklist

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### Consultation

- Program overview- We will review pricing, standard finishes, floor plans and features, elevation styles, and landscaping options for your new home.
- Floor plan fit assessment- We will evaluate your individual lot and show you which of our floor plans will be available options for you based on code requirements.

### Financial Due Diligence- We will require secured funds for the total amount of the rebuild up front.

- If you need financing, you will meet with Poppy Bank or another financial institution that meets our lender requirements to discuss funding options.
- Continue to work with your insurance adjuster on your claim so that total funds are available to you when it comes time to build your new home.

### Program Enrollment

- Sign Letter of Intent- This non-binding agreement officially enrolls you into our program. In order to sign, you must select your floor plan, elevation, and landscape style.
- Receive Home Improvement Construction Contract draft for your review.
- Receive cost breakdown and code upgrades for your selected floor plan.

- Cash clients will receive Escrow Agreement draft for review.
- Provide Gallaher Homes a copy of your Property Clearance Certification.
- Provide Gallaher Homes verification of secured funds for the total amount of the rebuild or financial institution letter and schedule, if applicable. If you are working with Poppy Bank, we will acquire this for you.
- Provide Gallaher Homes trust documentation if applicable; include the first page detailing the trust name, date, trustees, trustee powers, and successor trustee, as well as the notarized signature page.
- Design Appointment**
  - Select finishes- You and our Design Coordinator will review all of the available finishes, including upgrades and upgrade pricing, and select a palate that fits your personal taste.
  - Review plot placement plan- We will review placement of the home on your lot.
- Review final Home Improvement Construction Contract with specified selections including any selected upgrades, if applicable.
- Contract Signing**
  - Sign Home Improvement Construction Contract- Please be sure to bring your driver's license or valid photo identification.
  - Cash clients will sign Escrow Agreement- Please be sure to bring a second form of ID, and a check to open the escrow account with
- Cash clients will open escrow account per the terms of the escrow agreement.
- Gallaher Homes will submit for your building permit (you will be notified) within 14 days of contract signing.

- Gallaher Homes receives building permit (you will be notified) and construction begins within 90 days.

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#### □ **Construction**

- Construction begins within 90 days of receiving your permit. The official start of construction is considered prepping for foundation.
- First Walk-Through: our Design Coordinator will schedule the first walk-through before close-in with our Superintendent to confirm electrical upgrades and answer additional questions.
- Second Walk-Through: our Design Coordinator will schedule a secondary walk-through after cabinet delivery.
- Walk-Through Orientation: our Design Coordinator will schedule your Walk-Through Orientation at the time of Substantial Completion, which we will file on your behalf. We will guide you through your new home, completing the Walk-Through Punchlist to ensure the home is fully completed.

#### □ **Move in**

- After the completion of the Final Walk-Through Orientation, we will address any items needing attention.
- Congratulations!