

Six documents you should have before your client signs a contract with a builder

1. Draft version of the purchase contract

- a. Builder's Contract
- b. REALTOR® Association or Board Contract

2. Plans

This will be the Blueprint of the house

- a. Even if already completed
- b. Give them to your home inspector to make sure they were followed
- c. Helpful if they ever remodel
- d. If incomplete, then all parties need to sign and initial a master set

3. Specifications

Construction drawings focus on a building's shape, appearance, and dimensions, while the written construction specifications, or *specs*, focus on what materials will be used and how they should be installed.

4. Change Order Forms

These are used when there is a deviation from the previously agreed upon plans and specifications. The increase and/or decrease in the cost should be reflected on the change order form. Then, both parties should sign them.

5. Warranty

Don't wait to the closing table

- a. Who is backing the warranty?
- b. What is covered?
- c. How does the process work?

6. Seller Disclosure Form

Not required, but I recommend it. Especially if it has been awhile since the Certificate of Occupancy (CO) has been completed. Make it a requirement in the contract.