



SCATTERED SITE SALES

STEPS TO BUILDING ON YOUR LOT

1. A Representative from Thomas Home Corporation will schedule a meeting with you to explain and help you understand the entire process of building on your lot.
2. Several Documents are needed from you, the buyer, in order for a proper evaluation of your lot can be completed. The Representative will provide you with a copy of the Scattered Sites Sales form and advise you of what is necessary at this time.
3. You will be asked to choose the home you would like us to build from our selection of pre-engineered house plans or upon approval by Thomas Home Corporation we will build from your plans. Any changes or extras you may want needs to be given to the Representative at this time.
4. Our Representative will review all the documents and perform an evaluation on your property. If he determines we can build on the property, an estimate of the cost will be provided to you based on the evaluation and the changes you requested.
5. Your Representative will contact you within a few days and check to see if you are happy with your estimate. If so, he will set an appointment to write your contract incorporating all of your requests. Once the contract is completed and signed by the buyer, additional documents will need to be collected as stated on the Scattered Site Sales form. The signed contract and documents are then presented to the President of Thomas Home Corporation for his signature of approval.
6. Once the Contract has been approved and a letter of approval has been received from the mortgage company handling your financing, a copy of the contract is given to the Drafting and Permitting Coordinator to prepare the plans and paperwork necessary for permitting the home.
7. An appointment is set for selecting the flooring, counter tops, and brick that will be used on your home. The Plot Plan for the property is prepared and will need to be approved and signed by you at this time.
8. Your mortgage company will notify us when your construction loan will be ready. Closing will be scheduled with the Agent of Thomas Home Corporation and your loan will be secured for you and ready to release to the builder to start your home.

9. When the Construction Loan closes:
 - A. The permit applications are submitted to the Permitting Office of the governing entity(ies).
 - B. The Production Department starts the process to create the paperwork necessary for the building of your home
10. Upon receipt of the Building Permit, your home is put into the production queue.

Please remember we are here to make your building experience a pleasant one. Call your Representative or our main office if you ever have any questions or concerns. Our Staff is dedicated to helping You Build the Roots to Your Future.