



**CAPITOL  
HOMES, Inc.**

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## **CAPITOL HOMES, INC. HOME BUILDING PROCESS**

### **First Things First:**

- Create a Capitol Homes, Inc. File at home.** We will email you a copy of all documents, change orders and payments. In addition, we will include Waterstone Mortgage, Midtown Title and your Realtor (if you have one). If you have selected a different mortgage lender please make sure a copy of all documents get to them.
- Mark your calendar with payment due dates.** Capitol Homes, Inc. will send calendar invites when the contract is signed reminding you when payments are due. Simply accept the invitations to have reminders set-up in your personal calendar.
- Join the Capitol Homes Online Community by Liking and Following us on Facebook.** [Facebook.com/CapitolHomeIdeas](https://www.facebook.com/CapitolHomeIdeas)
- If you haven't already been pre-approved for a mortgage, please do so right away.** This is especially important if you have purchased a home that is near completion. Remember: Pre-approval does not guarantee a Loan. Final loan approval requires that your financial situation does not change throughout the home building process. 30 days prior to closing your loan will be locked-in. We recommend Waterstone Mortgage.

### **Your Home Starts Construction:**

- Make sure all your initial paperwork is complete and escrow is paid.** This includes: Contract, Option Summary, Color Selections, Kitchen Island Design and an escrow check made payable to Midtown Title.
- Meet with Metro Carpets about flooring.** This appointment is scheduled M-F during business hours. It usually takes about ninety minutes at Metro Carpet located at: 1525 Elm Hill Pike, Nashville, TN 37210. Capitol Homes will work with you to set up this appointment.
- Meet with Flex Alarm about low voltage.** This appointment is scheduled M-F during business hours. It usually takes less than an hour at takes place at the Delvin Downs Sales Center. Flex Alarm will contact your directly about this appointment.



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- Meet with Hermitage Lighting Gallery.** If you would like to select upgraded lighting you will meet with Hermitage Lighting Gallery. Capitol Homes will work with you to set up this appointment. They are located at 531 Lafayette St, Nashville, TN 37203. If you choose not to upgrade your lighting fixtures, the Capitol Homes, Inc standard lighting fixtures will be installed for you. We can not permit you to bring your own fixtures for installation until after you close.
- Change Orders.** For every change you make there is a change order. Please make sure all of your changes are made early in the process. We hate mistakes. So make sure all your choices are finalized before your Pre-Construction Meeting.
- Pre-Construction Meeting.** This is your chance to meet the onsite supervisor and confirm all selections. Changes made after this meeting may require an additional builder deposit. Once this meeting takes place, changes should be finished.

### **During Construction:**

- We e-mail pictures of your house weekly!** This is a great way to watch your home even if you can't make it out to the neighborhood. We encourage you to share these pictures with families and friends on social media.
- Feel Free to Visit your Home.** For safety purposes, please do not cross the curb without a Capitol Homes Team Member present.

### **Construction is Finished:**

- Home Inspection.** If you plan to hire an inspector, please schedule two days before the Customer Orientation.
- Customer Orientation.** About 45 to 60 days before your house is complete, Larry Hasty will set-up a customer orientation with you. This is where you learn about everything in your home and can ask any questions about the functionality of your home.
- Switch Gas, Electric and Water into your name after Customer Orientation.** If utilities are not in your name on the day you close there may be an interruption in service.



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- Closing Day.** This is the big day! Bring your money and get your keys! Midtown title will give you wiring instructions to get your funds there on time. Closings are held at Midtown Title, located at 1704 Charlotte Ave #105, Nashville, TN 37203.

### **Once you move-in:**

- Professional Warranty Service Corporation Account.** Your new home comes with a 10 year warranty. You will get an email connecting you to this account. Use it to set up service reminders, upload documents, store pictures and more.
- MJ Frick Company Maintenance Agreement.** Your new home comes with a new equipment inspection 6 months after your closing date! This visit is covered as part of your new home purchase with Capitol Homes, Inc.
- Wayne's Environmental** - Your new home comes with a termite treatment and one year warranty! Expect a letter in the mail from them shortly after closing. They will do a complimentary welcome visit within the first 60 days of closing.