

## Glen Contract Process:

1. First make a non-binding 10-day reservation for \$1,000.
  - a) At this point it is then appropriate to give pricing for customized items.
  - b) Monica will then meet with the other agent, customer and Audrey (if desired) to go over base prices and options.
  - c) Within 72 hours the customer will have a base price at which to start at or an allowance which to work from.
  
2. The reservation will then go under contract. If options run under \$10,000 a \$2,000 (total) non-refundable deposit is made. If options run over \$10,000 a \$4,000 (total) non-refundable deposit is made.
  - a) A four week selections period will be set.
  - b) Another appointment to make selections will be made at which time either Monica or Audrey will be available to help with the process.
  - c) By the end of the 4 weeks Monica, the other agent, customer and Audrey will have sat down together and re-established the selections and cost.
  
3. The contract will be **amended** to show the final price of the home with selections.
  - a) After the framing has been completed Monica will set up a home walk through with the client to pick out cable drops, outlets and inspect construction to that point. The Super-Intendant will also be part of this walk through to help answer any questions at that time.
  - b) After the walk through is completed the closing date will be determined.
  - c) The customer will do a final walk through within the 5 days prior to closing.