

## Section 4: New Home Selections

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3. Selection Hints—reminders to guide you through the selection process
4. *Buyer Start Order*—a form you sign confirming all selections and changes are complete and telling us to start your home
5. Change Orders—Hartman Homes will consider requests for changes after you sign the Buyer Start Order in accordance with the schedule and fees described here
6. *Change Order*—a copy of the form that documents any changes, requiring the signatures of all parties and full payment prior to implementation

## New Home Selections

Part of the fun of buying a new home is selecting features, finish materials, and colors. You will make some of these choices at the Hartman Homes' office and others at our suppliers' showrooms. Location and contact information is included in these sections. As you make choices for your new home, consider your present and future lifestyle. Take into account your family's daily activities, hobbies, and work; the kind of entertaining you do, and your family's holiday traditions.

### Standard Features

Each floor plan includes a substantial number of standard features. Please review the specifications documents to prevent any misunderstandings about which features are included in the base price of your new home. To delete a standard feature, you must complete and submit a change order during the selection process. If you have any questions, your sales counselor, or interior design representative will be able to assist you.

### Optional Custom Features

The possibilities for your new home far exceed the ideas and limitations that we offer in our selection room. You may ask your designer to research new products or you may research them on your own. If we are required to research new products and vendors outside the realm of our normal circle, we will require additional design fees.

Think, dream, and imagine—we will assist you in any way that we can to make these decisions as early as possible. Please keep in mind that your new neighbors have this same opportunity and may request still other features. We make no claim that we mention or offer every possible idea.

All requests for custom features thru research may require a custom design/pricing deposit of \$200. The full amount becomes a credit against the cost of the change if you approve the change order. If you decide not to proceed, Hartman Homes retains the design/pricing deposit.

### **Selection Hints**

Hartman Homes provides you with selection sheets that list the choices you need to make. Schedule a time to visit both our office and our suppliers' showrooms to make your selections as soon as possible. Plan to finalize your selections within 30 days of signing your purchase agreement. Your prompt completion of these selections helps prevent delays caused by backorders.

### ***Allowances***

Decorating choices that exceed the specified allowances, such as those for floor coverings, countertops, or light fixtures, may require additional payment. Although such amounts can be credited to you at closing and subsequently added to your mortgage, they are not refundable.

### ***Colors***

You are welcome to bring cushions or swatches to showrooms to coordinate colors. View color samples in both natural and artificial light to get an accurate impression of the color. Variations between samples and actual material installed can occur. This is because of the manufacturer's coloring process (dye lots) and the fact that over time, sunlight and other environmental factors affect the samples. Some colors will appear different when seen in a large area as opposed to the sample.

### ***Exterior Choices***

Your homeowner association and selections your future neighbors have made may limit your choices for exterior finish materials or colors. The sooner you make your selections, the more choices you have. Viewing existing homes is one way to select exterior colors. Selections often look different on a full-size home. Some colors require extra paint coverage or may be premium colors for vinyl or steel siding products which can impact the cost.

### ***Selection Hold***

We reserve the right to place a hold on your selections until your lender has approved your loan and all contingencies are released. If suppliers have discontinued any of your selections, we will contact you and ask you to make an alternate selection within 5 days. Occasionally, a home is already under construction and Hartman Homes has made some or all of these choices.

### ***Availability***

If a selection you make turns out to be unavailable, we will contact you and request that you make a different selection within 5 business days. Because so many choices are offered, Hartman Homes is unable to predict when a particular manufacturer or supplier may discontinue any particular item. We regret any inconvenience this causes. Similarly, materials readily available when your home is built may not be available in years to come if replacements are needed.

### ***Record of Selections***

Please retain your selection sheets for future reference. They are useful for matching paint colors, tile grout, and replacement items in your home.

**Selection complete**

Once a selection is made, product is ordered and the cost to make a change at this point may require an administrative fee.

I Understand and acknowledge that we may request further changes during construction of the home in accordance with the change order schedule for our community. Each change may include a \$200 administrative fee in addition to the cost of the change requested.

Further, should any future change add days to the schedule, payment of construction loan interest for those days will be our responsibility as well and will be added to the cost of the change order.

Purchaser \_\_\_\_\_

Date \_\_\_\_\_

Purchaser \_\_\_\_\_

Date \_\_\_\_\_

### Change Orders

Hartman Homes uses a change order form (see sample at the end of this section) to describe and document all changes you may request to your new home's plans and specifications. Change orders fall into three categories. You may decide to:

- Add or delete items from the options list after signing your selection sheets
- Change a selection previously ordered
- Personalize your home plans still further with a custom feature

In order to deliver your home as close as possible to the target date, we order many items well in advance of installation. Once a particular item is ordered, making further changes may involve adjusting the planned delivery date and additional costs. By requesting all changes prior to the final selection, you avoid both.

### *Processing*

When you request a change, the sales counselor will document the request and submit it for approval and, in the case of custom changes, pricing. Pricing of custom change requests typically takes 5 to 10 business days.

Sometimes a seemingly minor change impacts other elements of the home and therefore may come with hidden costs—for example, if you order a ceiling fan, the framing that will hold it is reinforced. If you add a window, framing, drywall, interior and exterior trim, and paint costs may all be affected.

Changes of any kind requested after the cutoff dates for your community include an administrative fee. This is necessary because previously issued paperwork must be canceled and reissued. Errors in this process are a Hartman Homes responsibility. If the change you request impacts the construction schedule, our pricing will include construction loan interest for the additional days. The cost of deleted items will be credited to you although administrative fees are non-refundable.

Information on pricing and any schedule adjustment is returned to your sales counselor who will then contact you for a final decision. If you elect to proceed with the change, we ask that you sign the change order and make full payment. Change orders that remain unsigned or unpaid become null and void upon the expiration date shown on the change order.

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For the protection of all concerned, all changes are documented and incorporated into your new home only after

- Hartman Homes has approved and signed the change
- You have approved, signed, and paid for the change (if required) prior to its expiration
- The applicable building department has approved the change, when applicable

Our contracts with our trade contractors prohibit them from making any changes to plans or specifications without written change order authorization from Hartman Homes.

### *Cutoff Points for Changes*

Hartman Homes follows a schedule of cutoffs for changes as shown below. Hartman Homes reserves the right to deny changes you request after these cutoffs.

<b>Changes affecting</b>	<b>Should be made prior to the start of</b>
Foundation	Engineering and permit application
Windows, doors, elevation	Foundation
Mechanical systems, cabinets, appliances	Framing
Texture, hardware, lighting	Mechanical rough-ins
Interior trim and floor coverings	Insulation
Landscape design or materials	Interior trim

**Hartman Homes**

**Change Order # \_\_\_\_\_**

Purchasers \_\_\_\_\_  
Contract dated \_\_\_\_\_  
Address \_\_\_\_\_

Date \_\_\_\_\_  
Plan \_\_\_\_\_  
Lot # \_\_\_\_\_

*Description of Change*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Design/pricing deposit \_\_\_\_\_  
Administrative fee \_\_\_\_\_  
Cost of change \_\_\_\_\_  
Credit (deleted items) \_\_\_\_\_  
Total \_\_\_\_\_

Expiration date \_\_\_\_\_  
Delivery date adjustment \_\_\_\_\_ days

Purchasers have requested the change described above, its costs, and the corresponding adjustment in the construction schedule. By signing this change order, Purchasers agree to pay for this change and acknowledge that the estimated delivery date for the home is revised accordingly. Hartman Homes will incorporate the change into the home only when the change order has been approved and signed by Hartman Homes, and paid in full by Purchasers. Hartman Homes has the option of revising the cost, delivery date adjustment, or both if Purchasers have not signed this change order by the expiration date above.

Approved, \_\_\_\_\_  
Hartman Homes

Purchaser \_\_\_\_\_  
Purchaser \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date payment received \_\_\_\_\_