



THE AURORA PROCESS RENOVATING YOUR HOME

1) SITE VISIT TO DISCUSS FEASIBILITY

- ✓ Aurora Custom Remodeling will schedule a visit to your home to hear about your ideas for renovation or expansion. We will discuss your wants and needs and determine the best way to accomplish your desired goal.
- ✓ We will evaluate the site conditions, the neighborhood covenants and restrictions, and the structural characteristics of the existing home in an effort to determine the feasibility of the improvement. Many times we will offer several different scenarios for executing the renovation.

2) ESTABLISHING A BUDGET

- ✓ Early on in the discussion, it is important to acknowledge your budgetary parameters. Aurora Custom Remodeling will help you to prioritize your needs, while acknowledging your wants, in an effort to determine if your all of your desired improvements will fit within your budget.

3) PRELIMINARY PROPOSAL

- ✓ Before engaging the services of a design professional, Aurora Custom Remodeling will put together a preliminary scope of work and an estimated budget to determine the probable cost of the improvement. This preliminary proposal will allow the homeowner to determine if their ideas align with their desired budget.

4) LETTER OF INTENT

- ✓ If the preliminary proposal meets the expectation of the homeowner, Aurora Custom Remodeling will offer a Letter of Intent for the owner to consider. This document will acknowledge an agreement between the builder and the homeowner for Aurora to assist in the plan design and the development of a thorough Scope of Work, which hopefully will lead to a Building Agreement between parties.

5) PLAN DESIGN

- ✓ Aurora Custom Remodeling will introduce the homeowner to a qualified design professional who will visit the home to understand the full scope of the project. We will remain involved throughout the design process to offer key input and value engineering, while maintaining a watchful eye on your stated budget.

6) SCOPE OF WORK

- ✓ While the design for the home improvement is under way, Aurora Custom Remodeling will begin to compile a very detailed Scope of Work. This document will form the basis of understanding between the homeowner and the builder as to the extent of work to be performed. This is not only a useful tool in developing an accurate budget, but it will also prevent misunderstanding between parties.

7) JOB COST ESTIMATE

- ✓ Aurora Custom Remodeling will begin the process of determining the cost to improve the home, utilizing the completed plans and the Scope of Work. We will solicit bids from our preferred subcontractors and material suppliers in order to provide you with a contract proposal. Our quotation will include a list of allowances for you to use as budgetary guidelines when choosing finishes for your home.

8) BUILDING AGREEMENT

- ✓ Aurora Custom Remodeling will enter into a Building Agreement with you based on a fixed price contract. Our contract documents will include the Scope of Work, including material allowances, a Funding Schedule and an estimate for the time under construction. We will insure that you are completely comfortable with all contract language and be happy to answer any questions you may have.

9) APPROVALS & PERMITTING

- ✓ Your home may be located within a community that has an Architectural Review Board. Aurora Custom Remodeling will coordinate all material samples and site plan requirements to satisfy the Covenants and Restrictions of your neighborhood. Once this approval is granted, we will pursue a building permit from the local building department.

10) PRE-CONSTRUCTION MEETING

- ✓ Aurora Custom Remodeling will schedule a pre-construction meeting to introduce you to our office administrator who will guide you in the process of making your material and finish selections.
- ✓ Likewise, we will schedule a meeting at your home to introduce our project superintendent to you. He will review safety measures with you and discuss the protection of adjacent living areas. In addition, we will cover the staging of equipment, locations for material deliveries, parking issues, access to the home, hours of operation and answer any procedural questions that you may have

- ✓ Aurora Custom Remodeling is committed to respecting you and your property during the renovation of your home.

11) BEGINNING YOUR SELECTIONS

- ✓ Aurora Custom Remodeling encourages our customers to begin making their color and finish selections immediately following contract. Our selection coordinator will outline the schedule of all selections needed, along with adequate timeframes with which to complete them. You will find our list of preferred vendors to be very accommodating in assisting you in your decision making process. For those clients who would prefer the services of an Interior Designer to assist them, Aurora will refer you to a qualified professional.

12) CONSTRUCTION COMMENCES

- ✓ Aurora Custom Remodeling understands that we are sharing this living environment with you and that cleanliness must be paramount in our awareness. It is our desire to manage the flow of activity within the home and about the property to insure protection of adjacent living areas. The security and safety of you and your property is of utmost importance to us.

13) PROJECT MANAGEMENT

- ✓ Throughout construction, Aurora Custom Remodeling will insure that your property is protected from adverse physical and financial circumstances. We will maintain a clean and safe job site, employing a written work ethic that has been agreed to and signed by each of our trade partners. Likewise, we will insure that all trades carry the required license and insurance certificates to protect your property from claims or liens.

14) DRAW REQUESTS

- ✓ Aurora Custom Remodeling will require an initial deposit in order to commence construction. Beyond that, we will submit a draw request as each major phase of construction is completed, according to the Funding Schedule. At that time, we will gladly furnish any necessary lien releases and other documentation required.

15) ALLOWANCES & CHANGE ORDERS

- ✓ Prior to the commencement of construction, you will be making material and finish selections at local supply houses, according to the funds set aside in allowances that were established at contract. Aurora Custom Remodeling will notify you whenever you are exceeding an allowance. Likewise, we will promptly process any change order requests with a written estimate for modifications desired.

16) SCHEDULE YOUR CLOSING & MOVE-IN

- ✓ Within two weeks of our anticipated completion of your home improvement, Aurora Custom Remodeling will begin a final audit of your project. This will include a determination of the final funds needed upon completion. In addition, Aurora Custom Remodeling will perform a detailed walk-through inspection to insure that the scope of work is complete in every detail.

It is our desire to make your home improvement project an enjoyable experience, with minimal inconvenience to you, in hopes that you will unconditionally recommend AURORA CUSTOM REMODELING to your friends and neighbors.