



Consultation Meeting Guidelines

Customer: _____ Location: _____

Contact Info: _____

Consultation Meeting # 1:

1. Introduction of TQHB history, business model “Open Book Construction Management” (OBCM) and website www.TotalQualityHomeBuilders.com
2. Discuss land location and preview lot ASAP to determine conceptual layout, septic design, driveway, survey, underbrushing, etc.
3. Discuss HOA requirements (pending location)
4. Discuss possible Floor Plan choices, Draftsman, Architect, etc. (numerous plans available on TQHB website)
5. Discuss proposed Total Project Investment being considered
6. Discuss Time Frame as to proposed start date and desired completion
7. Discuss Testimonial Package (provided by TQHB) for review
8. Discuss Design Coordinator (provided by TQHB) and “Selection Process”
9. Discuss TQHB “Good Faith Estimate”(GFE)
10. Discuss TQHB “Construction Agreement” (CA)

Consultation Meeting # 2:

1. Develop final Floor Plan Design for the build process
2. Discuss specific options to produce an accurate “Good Faith Estimate”
3. Final review/approval of “Construction Agreement”

Consultation Meeting # 3:

1. Review/Approve “Good Faith Estimate”
2. Deposit and Funding of Project finalized
3. Selection process begins with TQHB Design Coordinator
4. “7 Phase Construction Timeline” is implemented

Additional Information/Notes Discussed:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____