

## STEP 1 | AUTHORIZED TO START

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Congratulations! You have now completed Phase 1. You are now authorized to break ground on your new home. You will be contacted by your Production Manager to schedule your New Home Review and receive your first construction update.



## STEP 2 | NEW HOME REVIEW

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During the Foundation Stage you will have a New Home Review with your Production Manager to review the build process.



## STEP 3 | HOME CONSTRUCTION

Your dream home is now becoming a reality. Your Production Manager will provide weekly updates as construction progresses on your home.



## STEP 4 | FINAL MORTGAGE APPROVAL

Your lender will verify employment, credit score and bank statements. (A timely response to your lender's request can equal a timely closing!) You will be notified by the Allen Edwin Closing Team fourteen (14) days prior to your scheduled close date.



## STEP 5 | NEW HOME ORIENTATION

It is time to get introduced to your new home. We think you'll make a great match!



## STEP 6 | HOME COMPLETION AND CLOSING

We have completed all the final touches on your dream home and it is now a reality! Upon funding of your end loan you will receive the new keys to your Allen Edwin Home.



## STEP 7 | CUSTOMER CARE AND WARRANTY SERVICE

If any issues arise, all warranty requests can be submitted on-line at: [http://www.allenedwin.com/ae/home\\_warranty](http://www.allenedwin.com/ae/home_warranty). During business hours you may also contact:

### West Michigan Customer Care:

[wmservice@allenedwin.com](mailto:wmservice@allenedwin.com)

Mon – Fri, 9am to 5pm at (269) 350-2117

### Southeast & Mid-Michigan Customer Care:

[emservice@allenedwin.com](mailto:emservice@allenedwin.com)

Mon – Fri, 9am to 5pm at (248) 876-4238

### Indiana Customer Care:

[inservice@allenedwin.com](mailto:inservice@allenedwin.com)

Mon – Fri, 9am to 5pm at (574) 892-6490

### Ohio Customer Care:

[ohservice@allenedwin.com](mailto:ohservice@allenedwin.com)

Mon – Fri, 9am to 5pm at (567) 326-6600

## FOLLOW UP | NEED MORE INFORMATION?

### Allen Edwin Homes New Home Notifications

Building your dream home takes several steps and a lot of communication so we will keep you well informed via e-mail along the way.

### Allen Edwin Homes New Home Manual

For more information visit our website at

[www.allenedwin.com](http://www.allenedwin.com)

To report an emergency please contact

Allen Edwin Homes' emergency number at (866) 644-4919.



NEW HOME GUIDE

ALLEN EDWIN HOMES

STEP 1 | PURCHASE AGREEMENT

The journey begins to your new dream home. At this point, choosing your home, homesite and your structural features have been completed.



STEP 2 | LOAN APPLICATION

Make application with your lender within 3 days of purchase agreement and be ready to pay for your appraisal.



STEP 3 | MORTGAGE APPROVAL

Get your lender everything they need so they can say "yes!" within 15 days of loan application.



STEP 4 | DOWN PAYMENT

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Prior to your first selections appointment at the Design Studio, don't forget your cashier's check for the down payment and/or lot transfer closing costs. In some areas, lot transfer may occur after Step 6. You will be notified by the AEH Closing team; however, Down Payment Deposit is still required at Step 4.



STEP 5 | DESIGN STUDIO

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Get ready to make your dream home a reality.

- 1st Appointment is your Consultation
- 2nd Appointment is your Final Selections



STEP 6 | PRE-APPRAISAL

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If your home requires a pre-appraisal, your lender has 30 days from Final Selections to complete a third party appraisal.



STEP 7 | PRE-CONSTRUCTION

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It may feel slow at this point but Allen Edwin Homes is busy getting your home ready to start with permits, architecture and purchase orders to build your new home.

