

## Closing your Ameritex Home

Ameritex Homes takes great pride in the quality of our homes, which is why they are rigorously inspected throughout the build process. Each home is quality-inspected at every stage of construction by our construction manager. A second tier of inspections is performed by official city inspectors. They inspect and give approval to continue building your home only if it meets or exceeds the building code. Finally, once the home has been completed, Ameritex obtains a certificate of occupancy (or final inspection) from the city inspector.

### *Appraisals*

1. Appraisals should be approved and scheduled with your Ameritex closing team. We'll want to make certain that construction has progressed to support appraisal-specific milestones.
2. Appraisal requests should be submitted to the Ameritex closing team at the following email address: [sales@ameritexhomes.com](mailto:sales@ameritexhomes.com).

### *Home Inspections*

Given that your home has been thoroughly inspected, a home inspection on your part is not necessary; however, you may choose to hire your own home inspector. If you decide to have a home inspection, please be aware of the following:

1. Fees for home inspections completed are the responsibility of the buyer.
2. An Ameritex representative will not be present at the inspection.
3. Inspections should be approved and scheduled with your Ameritex closing team.
4. Inspection requests should be submitted to the Ameritex closing team at the following email address: [sales@ameritexhomes.com](mailto:sales@ameritexhomes.com).
5. Repair requests are to be returned to the Ameritex closing team via email at [sales@ameritexhomes.com](mailto:sales@ameritexhomes.com) within 24 hours of the Inspection.
6. All requested items will be subject to approval from Director of Construction.
7. The Ameritex closing team will notify you of the items that will be repaired.
8. Please allow 7 for days to complete any approved repairs.
9. **One repair request will be allowed from either a walk through or an inspection. Ameritex will not accept any other repair or correction lists before or after this request.**

### *Final Walk Through*

Once the home has been completed and prior to your close date, you are welcome to schedule a final walk through of the home. Should you wish to schedule a final walk through, please be aware of the following:

1. An Ameritex representative will not be present at the walk through
2. The walk through should be approved and scheduled with your Ameritex closing team.
3. Walk through requests should be submitted to your Ameritex closing team at the following address: [sales@ameritexhomes.com](mailto:sales@ameritexhomes.com).
4. Please use the attached walk through template and house plan to identify items that you would like to have repaired
  - a. List each item.
  - b. Mark an 'x' on the house plan to designate the specific area of the room, wall, floor of the item that has been observed.
  - c. You will need to bring blue paint tape to mark the spot in the home that should be repaired.
  - d. In the space provided, please list the specific repair requested.
5. Repair requests are to be returned to the Ameritex closing team via email at [sales@ameritexhomes.com](mailto:sales@ameritexhomes.com) within 24 hours of the walk through.
6. All requested items will be subject to approval from Director of Construction.
7. The Ameritex closing team will notify you of the items that will be repaired.



## Closing your Ameritex Home

8. Please allow for 5 days to complete an approved repair list from a walk through.
9. One repair request will be allowed from either a walk through or an Inspection. Ameritex will not accept any other repair or correction lists before or after this request.

Some items to look for include:

- Paint Touch Ups (Interior and Exterior)
  - Stand 6 feet away and inspect for any paint voids or paint runs
- Damaged or scuffed floor coverings
- Nicked or damaged items throughout the home, such as:
  - Trim, cabinets, countertops, sinks, shower and tubs

### ***Closing***

Your Escrow Officer will work with you to set a date and time for your closing. As a part of the closing process, you'll review each document and sign all necessary paperwork.

You'll need to bring the following to closing:

1. One form of ID, which needs to be a valid government-issued photo ID - Driver's license (US issued) or Passport
2. Cashier's check payable to Carlisle Title unless wiring funds for purchase

### ***Post Closing***

Ameritex Homes has partnered with 2-10 Home Buyers Warranty to provide a Warranty for your new home. This Warranty includes the use of a call center service. Once you close on your new home, you'll report any repair-related issue to 2-10 Home Buyers Warranty, and the team there will assist you. Please reference the 2-10 Home Buyers Warranty guide for information.



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## Walk Through

1. An Ameritex representative will not be present at the walk through
2. Once notified, buyer/agent will be expected to perform the Final Walk within 48 hours using the forms and instructions provided. Time is of the essence.
3. All items listed will be subject to approval from the Director of Construction. If there are any items on the Final Walk list that won't be addressed, we will state which items won't be addressed and why.
4. Please allow for 5 business days to complete repairs/touch-ups after the Final Walk list has been submitted.
5. Only one repair list will be allowed even though a Home Inspection may be done or required. Home Inspections are welcome but Ameritex will not accept multiple repair lists. Therefore, and findings from a Home Inspection will need to be listed along with any findings from the Final Walk ON the Final Walk List Page(s) so we are working from one list only. If a second page is needed, begin numbering 9, 10, etc. on a blank second page.

### INSTRUCTIONS:

- Print off both forms provided and take them with you and make a numbered list of any repairs, touch-ups or other fixes that need to be addressed.
- Start with this page numbered 1 thru 8 already. If you have more than 8 items please continue numbering 9, 10, etc. on a blank second page.
- Then take the number for each repair and place that # in the corresponding area where repair is needed on the floorplan diagram to ensure we are in the right location.
- You can also use blue tape if you have touch up needed on walls/trim or other areas.
- Then return the forms to me at [sales@ameritexhomes.com](mailto:sales@ameritexhomes.com), and you can attach any photos if a repair or item is better described or supported by a photo (please send forms/lists back in PDF format and any photos in JPEG format).
- PLEASE NOTE: If a Home Inspection is being done, please DO send the Home Inspection Report but we only work from one list so combine the findings from the home inspection with any findings from your Final Walk. We prefer the Summary Page only for Home Inspections.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_

Submitted by (Buyer): \_\_\_\_\_ Date: \_\_\_\_\_

