

My Building Process Guide

#	Step	Who needs to do this?	Completion Date
1	Free Site Visit	YOU and Apex	23 Oct 2017
2	Finance Pre-Approval	YOU	30 Oct 2017
3	Job Quoted & Accepted	YOU and APEX	13 Nov 2017
4	Plans & Preliminaries	YOU and APEX	27 Nov 2017
5	Certification of Job	Just APEX	25 Dec 2017
6	Final Contracts Signed	YOU and APEX	8 Jan 2018
7	Pre-Construction Meeting	YOU and APEX	9 Jan 2018
8	Building Commences	Just APEX	23 Jan 2018
9	Practical Completion	YOU and APEX	24 Apr 2018
10	Occupation Certificate	Just APEX	1 May 2018
11	Job Completion Meeting	YOU and APEX	8 May 2018
12	Job Completed	YOU and APEX	9 May 2018