

## My Building Process Guide

#	Step	Who needs to do this?	Completion Date
1	Free Site Visit	YOU and Apex	20 Jan 2018
2	Finance Pre-Approval	YOU	27 Jan 2018
3	Job Quoted & Accepted	YOU and APEX	10 Feb 2018
4	Plans & Preliminaries	YOU and APEX	24 Feb 2018
5	Certification of Job	Just APEX	24 Mar 2018
6	Final Contracts Signed	YOU and APEX	7 Apr 2018
7	Pre-Construction Meeting	YOU and APEX	8 Apr 2018
8	Building Commences	Just APEX	22 Apr 2018
9	Practical Completion	YOU and APEX	22 Jul 2018
10	Occupation Certificate	Just APEX	29 Jul 2018
11	Job Completion Meeting	YOU and APEX	5 Aug 2018
12	Job Completed	YOU and APEX	6 Aug 2018