

## My Building Process Guide

#	Step	Who needs to do this?	Completion Date
1	Free Site Visit	YOU and Apex	26 May 2018
2	Finance Pre-Approval	YOU	2 Jun 2018
3	Job Quoted & Accepted	YOU and APEX	16 Jun 2018
4	Plans & Preliminaries	YOU and APEX	30 Jun 2018
5	Certification of Job	Just APEX	28 Jul 2018
6	Final Contracts Signed	YOU and APEX	11 Aug 2018
7	Pre-Construction Meeting	YOU and APEX	12 Aug 2018
8	Building Commences	Just APEX	26 Aug 2018
9	Practical Completion	YOU and APEX	25 Nov 2018
10	Occupation Certificate	Just APEX	2 Dec 2018
11	Job Completion Meeting	YOU and APEX	9 Dec 2018
12	Job Completed	YOU and APEX	10 Dec 2018