

My Building Process Guide

#	Step	Who needs to do this?	Completion Date
1	Free Site Visit	YOU and Apex	20 Oct 2018
2	Finance Pre-Approval	YOU	27 Oct 2018
3	Job Quoted & Accepted	YOU and APEX	10 Nov 2018
4	Plans & Preliminaries	YOU and APEX	24 Nov 2018
5	Certification of Job	Just APEX	22 Dec 2018
6	Final Contracts Signed	YOU and APEX	5 Jan 2019
7	Pre-Construction Meeting	YOU and APEX	6 Jan 2019
8	Building Commences	Just APEX	20 Jan 2019
9	Practical Completion	YOU and APEX	21 Apr 2019
10	Occupation Certificate	Just APEX	28 Apr 2019
11	Job Completion Meeting	YOU and APEX	5 May 2019
12	Job Completed	YOU and APEX	6 May 2019