

My Building Process Guide

#	Step	Who needs to do this?	Completion Date
1	Free Site Visit	YOU and Apex	18 Aug 2017
2	Finance Pre-Approval	YOU	25 Aug 2017
3	Job Quoted & Accepted	YOU and APEX	8 Sep 2017
4	Plans & Preliminaries	YOU and APEX	22 Sep 2017
5	Certification of Job	Just APEX	20 Oct 2017
6	Final Contracts Signed	YOU and APEX	3 Nov 2017
7	Pre-Construction Meeting	YOU and APEX	4 Nov 2017
8	Building Commences	Just APEX	18 Nov 2017
9	Practical Completion	YOU and APEX	17 Feb 2018
10	Occupation Certificate	Just APEX	24 Feb 2018
11	Job Completion Meeting	YOU and APEX	3 Mar 2018
12	Job Completed	YOU and APEX	4 Mar 2018