

## My Building Process Guide

#	Step	Who needs to do this?	Completion Date
1	Free Site Visit	YOU and Apex	23 Jul 2018
2	Finance Pre-Approval	YOU	30 Jul 2018
3	Job Quoted & Accepted	YOU and APEX	13 Aug 2018
4	Plans & Preliminaries	YOU and APEX	27 Aug 2018
5	Certification of Job	Just APEX	24 Sep 2018
6	Final Contracts Signed	YOU and APEX	8 Oct 2018
7	Pre-Construction Meeting	YOU and APEX	9 Oct 2018
8	Building Commences	Just APEX	23 Oct 2018
9	Practical Completion	YOU and APEX	22 Jan 2019
10	Occupation Certificate	Just APEX	29 Jan 2019
11	Job Completion Meeting	YOU and APEX	5 Feb 2019
12	Job Completed	YOU and APEX	6 Feb 2019