

My Building Process Guide

#	Step	Who needs to do this?	Completion Date
1	Free Site Visit	YOU and Apex	22 Jan 2019
2	Finance Pre-Approval	YOU	29 Jan 2019
3	Job Quoted & Accepted	YOU and APEX	12 Feb 2019
4	Plans & Preliminaries	YOU and APEX	26 Feb 2019
5	Certification of Job	Just APEX	26 Mar 2019
6	Final Contracts Signed	YOU and APEX	9 Apr 2019
7	Pre-Construction Meeting	YOU and APEX	10 Apr 2019
8	Building Commences	Just APEX	24 Apr 2019
9	Practical Completion	YOU and APEX	24 Jul 2019
10	Occupation Certificate	Just APEX	31 Jul 2019
11	Job Completion Meeting	YOU and APEX	7 Aug 2019
12	Job Completed	YOU and APEX	8 Aug 2019