

## My Building Process Guide

#	Step	Who needs to do this?	Completion Date
1	Free Site Visit	YOU and Apex	20 Feb 2019
2	Finance Pre-Approval	YOU	27 Feb 2019
3	Job Quoted & Accepted	YOU and APEX	13 Mar 2019
4	Plans & Preliminaries	YOU and APEX	27 Mar 2019
5	Certification of Job	Just APEX	24 Apr 2019
6	Final Contracts Signed	YOU and APEX	8 May 2019
7	Pre-Construction Meeting	YOU and APEX	9 May 2019
8	Building Commences	Just APEX	23 May 2019
9	Practical Completion	YOU and APEX	22 Aug 2019
10	Occupation Certificate	Just APEX	29 Aug 2019
11	Job Completion Meeting	YOU and APEX	5 Sep 2019
12	Job Completed	YOU and APEX	6 Sep 2019