

My Building Process Guide

#	Step	Who needs to do this?	Completion Date
1	Free Site Visit	YOU and Apex	21 Nov 2018
2	Finance Pre-Approval	YOU	28 Nov 2018
3	Job Quoted & Accepted	YOU and APEX	12 Dec 2018
4	Plans & Preliminaries	YOU and APEX	26 Dec 2018
5	Certification of Job	Just APEX	23 Jan 2019
6	Final Contracts Signed	YOU and APEX	6 Feb 2019
7	Pre-Construction Meeting	YOU and APEX	7 Feb 2019
8	Building Commences	Just APEX	21 Feb 2019
9	Practical Completion	YOU and APEX	23 May 2019
10	Occupation Certificate	Just APEX	30 May 2019
11	Job Completion Meeting	YOU and APEX	6 Jun 2019
12	Job Completed	YOU and APEX	7 Jun 2019