



ASHEVILLE WEST BUILDER CHECKLIST

1

Lot: _____ Street Address: _____

PIN: _____

Builder: _____ GC: _____

GC Phone: _____ Email: _____

Home Plan: _____ Reservation or Spec? _____

#BR: _____ #BA: _____ SF: _____

Start Date: _____ Projected Completion Date: _____

Notes:

DOCUMENTS:

- Referral Agreement (if builder is listing)
 - Sent Date: _____
 - Signed Date: _____
- Broker to Builder Referral Agreement (if Dynasty is listing)
 - Sent Date: _____
 - Signed Date: _____
- Escrow Agreement
 - Sent Date: _____
 - Signed Date: _____
- Escrow Deposit
 - Received by us: _____
 - Received by Attorney: _____
- Architectural Review
 - Sent Date: _____
 - Signed Date: _____
- Home plan PDF
- Rendering of exterior of home and floor plan



ASHEVILLE WEST BUILDER CHECKLIST

2

Lot: _____ Street Address: _____

FIRST MEET/CONTACT

- Schedule time to meet with builder in-person at AVLW
- Add showing to spreadsheet and calendar
- Add builder to Command
 - Tag: Builder, AVLWest, Vendor
- Add to AVLW Email list in Brevo
- Email thanking them for meeting; send maps and price sheet for their review
- Add task to Command to check in weekly/bi-weekly (depending on their timeline)

BUILDER CONFIRMED

- Confirm builder's lot selection via email
- Add builder's name and additional known information to "Phase II Detailed" spreadsheet in the drive
- Confirm pricing and other details of the contract with Jim
- Write OTP & send to Jim to approve
- Receive OTP & send to builder to sign
- Follow "Listing Under Contract" Checklist from Under Contract to Closed

UNDER CONTRACT

- Confirm the home plan and home details via email
- Send referral agreement/builder to broker agreement, escrow agreement and architectural review packet
 - We MUST receive these documents prior to building
- Once closed, update map on website and promotional materials

UNDER CONSTRUCTION

- Add task to command to check in with builder every two weeks until build is completed.
- If builder is listing their own property, ask for listing photos and link to the listing to use for marketing
- Update website and promotional materials with home details

LISTING/HOME COMPLETION

- Confirm date CO will be received
 - If listing or marketing property before CO, clear cooperation/MLS "Coming Soon" and marketing rules do not apply.
- Follow Listing Checklist if listing property