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We would like to take this opportunity to thank you for your purchase of a Duvanco Home. We are committed to making your home building experience as stress free as possible. Duvanco Homes has prepared this package to provide important information you will need to make key decisions respecting your new home.

We begin the process with an introduction to your involvement in the design and construction development. On several occasions during the process, we will seek your input for finishes and construction review and ask you set aside the recommended time during regular business hours. Your participation is important to ensure your new home is built to your specifications.

SELECTIONS

We will set up an appointment for you to meet with our decorator and Duvanco staff shortly. This meeting is to determine all exterior materials and colours, windows, exterior doors and a few other "nuts and bolts" that will be a part of your home.

Duvanco Homes is pleased to offer the services of our in house professional interior decorator, Linda Bridges for a total of 6 complimentary hours to assist with colour selections and coordination from our approved supplies. Should you wish to obtain further consulting services from Linda her hourly rate is \$150.00 plus HST. Linda can assist you in choosing flooring, kitchen cabinets and interior paint colours.

PRE-CONSTRUCTION MEETING

An exciting part of any new home purchase is choosing how your home will look. At Duvanco Homes Pre-Construction meeting, you have the opportunity to customize the finishes of your home to reflect your personality and lifestyle. Select from the latest in kitchen cabinetry and hardware including a vast array of flooring collections.

Once your Agreement of Purchase and Sale is firm, Duvanco Homes will contact you to schedule your first appointment, typically within two weeks of your firm-up date. It is important to note that you have 14 days from your deal becoming “firm” to finalize all your selections, upgrades and changes. Any delays may result in a change in the closing date for your new home.

Selections meeting with Linda Bridges and Duvanco Staff

- Within 10 business days of receiving signed contract

Kitchen with Paul Holden and Linda Bridges

- One week following selections meeting

Flooring & Paint with Linda Bridges at Sidney Inn Carpet One

- One week following kitchen appointment

Electrical walk-through with Electrician and Duvanco Staff

- Once house is framed and roof is on

In order to keep the building process moving steadily, it is important these meetings are completed within the set time frames.

Pre-Construction Meeting: 60-90 Minutes

Duvanco Homes will introduce you to our large selection of quality products. You will be shown all the standard specifications included in your new home. In addition, you will be introduced to our custom cabinet supplier, Kitchens by Paul Holden. If you would like to customize your kitchen or bathroom, an appointment will be confirmed for you to meet with Paul Holden’s designer.

Plan Review: 60 Minutes

Following publication of your “blue prints”, Duvanco Homes will contact you to arrange an appropriate time and date to meet the construction site supervisor. During this meeting you review the working drawings or related documentation (referred to as “change orders”) for your home to ensure any structural changes you have made are reflected in the “drawings” and/or “change orders”. Note: Non-structural changes, such as flooring materials, or electrical changes are typically reflected on “change orders”.

Electrical Layout and Frame Check Walk-Through: 1 – 2 Hours

Once the framing is complete, but prior to electrical wiring, Duvanco Homes will schedule a walk-through of your new home with the construction site supervisor to layout wiring requirements for lighting, switches, television and telephone cables, central vacuum rough in. Please note additional electrical fixtures and switches are available at this time only. It is important to put some thought into furniture placement and your electrical needs in your home.

This is an exciting time as you walk around your new home and become familiar with the building process. You have an opportunity to observe the changes you may have made, as well as gain a general overview of the construction of your home. Our site supervisor will highlight the many extra features found in a Duvanco Home. Feel free to ask questions as we value your input and observations during this time.

Note: The Occupational Health and Safety Act of Ontario must be adhered to at all times. All visitors to the site must be accompanied by a representative from Duvanco Homes. Safety hats and steel-toed footwear must be worn and other safety regulations must be followed.

Pre-Delivery Inspection: 1-2 Hours

In the week prior to your closing date, you (or your designate) and a Duvanco Homes inspector conduct a Pre-Delivery inspection of the completed home. All damaged, defective, incomplete or missing items are recorded on a Pre-Delivery List. This inspection also allows us to provide an overview of the system operations in your home. At the end of the inspection, you receive your Pre-Delivery Package. Among other things, the package contains important documents including your Certificate of Completion and Possession (CCP), your Tarion Pre-Delivery Inspection (this should correspond with the Pre-Delivery List), a Tarion Homeowner Information Package and a Duvanco Homes Surface Damage Report form.

Your new home is professionally cleaned prior to move in day, all duct is professionally cleaned as well.

Note: we do not recommend children attend the inspection or that you use the occasion to show your new home to friends or family. The focus of the Pre-Delivery inspection is to inspect the house and produce accurate written documentation as to its condition prior to your closing date.

Closing and Taking Occupancy

Typically, the week before closing, your lawyer will contact you to arrange a time to sign the appropriate legal documents, and secure mortgage and home insurance details. Your lawyer will also arrange for the transfer of funds to Duvanco Homes' lawyer. Once the transfer of funds is complete and the necessary registration has taken place, your lawyer will provide you with keys to your new home.

Note: Timing is in the hands of the lawyers. Please do not make arrangements for moving vans or delivery of appliances early in the day. It is our experience that final closing and the transfer of keys happen late in the afternoon. Keep this in mind when scheduling

Tarion – Your new home warranty

We realize that getting ready to occupy your new home can be time consuming and at times overwhelming. To protect yourself and to understand the roles of the Builder and the Homeowner we strongly urge you to take time to review these obligations prior to occupancy. It would be prudent to visit the Tarion website and view the many resources at www.tarion.com it is important that you set aside some time to become familiar with the responsibilities of you and Duvanco Homes.

Ensure completion of the Statutory Warranty Form(s) and submit them to Tarion within the prescribed time frames. Send a copy of your completed Statutory Warranty Form(s) to your builder so they can resolve the issues recorded. You will be required to provide access to your home during regular business hours to make the necessary repairs.

Duvanco Homes will provide statutory warranty coverage for your home during the first two years of possession. You will be provided a copy of the Homeowner Information Package at or before your Pre-Delivery Inspection.

All warranties take effect on your home's date of possession and remain in effect even if the home is sold. Obligations of the One Year and Two Year Warranties can be viewed on the Tarion website as well are detailed in Tarion Homeowner Information Package.