



*Your New*

*Erik Home*

## *You're on Your Way!!!*

*Whether you're a seasoned veteran or a first time rookie, building a new home is an exciting adventure. We at Erik Homes are dedicated to making the construction of your new a home satisfying, and hopefully stress-free, experience.*

*Decisions to be made, and a multitude of details to be tended to...At times it can seem a bit overwhelming. This handbook is designed to assist you in making the decisions that are necessary in the construction of your new home, and at a later point assist you in maintaining your home in a way to keep it looking beautiful for years to come.*

*During the construction of your new home it is only natural that you will want to make periodic checks to see how construction is progressing on your home. We ask that these visits be conducted during normal site hours and that before going onto your home site that you please check in with the site construction manager. Trips to your home should always be escorted, not only for your safety but also for that of the subcontractors.*

*We understand that during the construction of your home you may have questions or concerns about your build. In order to insure all of your questions and concerns get the attention they deserve, we prefer that they be presented in writing. This may be done three ways:*

- *Email – You may Email us at [info@erikhomesva.com](mailto:info@erikhomesva.com)*
- *Fax – You may fax us at 757-299-9718*
- *Visit our site agent*

*We at Erik Homes can then make sure your construction questions and requests are handled by the person or people best qualified to do so.*

*The subcontractors who are working on your home are all skilled in their field. Most can answer general questions, but please do not distract them unnecessarily as not only does it slow the progress of your home, but it can also lead to unsafe situations, which could lead to injury. Subcontractors in the field cannot make field changes to your home nor can they price these changes for you, all requests for changes should be presented to site agents.*

*Appointments may be made with members of our staff on an as needed basis. It is our goal to help make your dream home a reality, and we look forward to working with you.*

*“What should we expect next?” It’s a question we hear frequently from our clients during the construction of their new home. Below you will find an approximate chronology of the steps that lead to your new home.*

- *Sales contract is completed in full*
- *Color Selections are processed*
- *Building Permit is obtained*
- *Lot is surveyed*
- *Clearing and excavation*
- *Foundation*
- *Framing*
- *Windows & exterior doors*
- *Roof is completed*
- *Plumbing, HVAC, electric and structured wiring are roughed in*
- *Insulation*
- *Framing Inspection*
- *Wall board hung and finished*
- *Painting is started*
- *Cabinets and interior trim are completed*
- *Plumbing, HVAC, electric and structured wiring completion*
- *Mirror and shelving completed*
- *Flooring installed*
- *Finishing Touches*
- *Final Clean*
- *Walk through and closing*

*Please keep in mind that while all of this is taking place inside your home, there are several things going on outside as well.*

- *Cornice is completed*
- *Brick veneer*
- *Vinyl siding and soffit wraps completed*
- *Installation of driveways and sidewalks*
- *Lot Grading*
- *Landscaping*

*Understand that shortages in materials, labor delays, and adverse weather conditions (ie. high winds, rain, and snow) will affect the construction schedule of your home. In some cases these things can cause construction on your home to stop temporarily.*

*We have put a lot of thought into the quality standard features we include in your home. You may however have some special features which you would like to incorporate into the construction of your new home. Timely decisions are critical as you make these choices. The options lists in the following pages are intended to help you select features that will best suit your lifestyle. Please keep in mind that these lists in no way contain all of the possibilities available, we have included some additional space for you to add items of your own. Pricing for optional features can be obtained from our Project Coordinator or site agent in most cases, however in some instances it will be necessary for pricing to be done through our offices.*

*Exterior Options*

- Additional flatwork such as parking pads or patios*
- Gutters*
- Wrought iron or aluminum railings (Standard in some communities)*
- Landscape Lighting*
- Screened Porch*
- Detached Garage*
- Customized Brick Work (Keystones, Jack Arches, Coins, Accent Brick)*
- Vinyl Wrapped Cornice (Standard in some communities)*
- Shutters*
- Tile, slate, or aggregate concrete on porches*
- Exterior door upgrades*
- Other: \_\_\_\_\_*

*Framing Options (Dependant Upon Floor Plan)*

- Window Modifications (Changes in size, additions, deletions)*
- Additions/Deletions of interior doors*
- Niches*
- Back Staircase*
- Other: \_\_\_\_\_*

*Plumbing/Gas Options*

- Specialty Faucets*
- Gas Lanterns*
- Gas Appliances*
- Tub and/or shower changes*
- Additional hose connections*
- Hot water re-circulating system (Standard in some communities)*
- Other: \_\_\_\_\_*

*HVAC Options*

- Humidifier*
- Increase SEER rating on units*

Electrical Options

- \_\_\_\_\_ *Additional Recessed Lights*
- \_\_\_\_\_ *Floor Receptacles*
- \_\_\_\_\_ *Rope Lighting in tray ceilings*
- \_\_\_\_\_ *Landscape Lighting*
- \_\_\_\_\_ *Flood Lights*
- \_\_\_\_\_ *Additional Exterior Outlets*
- \_\_\_\_\_ *Additional Ceiling Fans*
- \_\_\_\_\_ *Holiday Light Packages*
- \_\_\_\_\_ *Well/Pump Circuit*
- \_\_\_\_\_ *Thermostatic Roof Vents*
- \_\_\_\_\_ *Dedicated freezer circuit*
- \_\_\_\_\_ *Yard Post Light (Standard in some communities)*
- \_\_\_\_\_ *Other: \_\_\_\_\_*
- \_\_\_\_\_ *Other: \_\_\_\_\_*

Structured Wiring Options

- \_\_\_\_\_ *Intercom System*
- \_\_\_\_\_ *Multi Room Speaker packages*
- \_\_\_\_\_ *Computer Network*
- \_\_\_\_\_ *Additional telephone or video outlets*
- \_\_\_\_\_ *Additional Surround Sound*
- \_\_\_\_\_ *Other: \_\_\_\_\_*

Security Options

- \_\_\_\_\_ *Glass Break Sensors*
- \_\_\_\_\_ *Security Camera at Front Door*
- \_\_\_\_\_ *Other: \_\_\_\_\_*

Flooring Options

- \_\_\_\_\_ *Hardwood Floors*  
*Locations: \_\_\_\_\_*
- \_\_\_\_\_ *Ceramic Tile*  
*Locations: \_\_\_\_\_*
- \_\_\_\_\_ *Upgrade carpet pad*
- \_\_\_\_\_ *Upgrade carpet*
- \_\_\_\_\_ *Upgrade vinyl flooring*

Paint/Plaster Options

- \_\_\_\_\_ *Contrast Paint Package*
- \_\_\_\_\_ *Ceiling Medallions*
- \_\_\_\_\_ *Drywall Finished walls*
- \_\_\_\_\_ *Other: \_\_\_\_\_*

Cabinet Options

- \_\_\_\_\_ *Solid surface counter tops (Standard in some communities)*
- \_\_\_\_\_ *Mulled cabinet doors*
- \_\_\_\_\_ *Butler's pantry*
- \_\_\_\_\_ *Pull-out shelves*
- \_\_\_\_\_ *Trash Can pull-outs*
- \_\_\_\_\_ *Spice rack*
- \_\_\_\_\_ *Upgrade cabinet finishes*
- \_\_\_\_\_ *Built-in bookcases*
- \_\_\_\_\_ *Other: \_\_\_\_\_*

Trim Options

- \_\_\_\_\_ *Additional crown molding*
- \_\_\_\_\_ *Wainscoting*
- \_\_\_\_\_ *Wrought iron stair balusters*
- \_\_\_\_\_ *Exposed hardwood stair treads*
- \_\_\_\_\_ *Other: \_\_\_\_\_*

Other Finish Options

- \_\_\_\_\_ *Additional closet shelving*
- \_\_\_\_\_ *Upgrade shower door*
- \_\_\_\_\_ *Additional shower doors*
- \_\_\_\_\_ *Beveled mirrors*
- \_\_\_\_\_ *Upgrade door hardware*
- \_\_\_\_\_ *Ceramic tile kitchen backsplash*
- \_\_\_\_\_ *Other: \_\_\_\_\_*
- \_\_\_\_\_ *Other: \_\_\_\_\_*

Notes

*In order to make sure that the transition from contract to completed home is a smooth one, we ask that the following deadlines be observed.*

***\*\*At the time of contract\*\****

- *All exterior selections should be made within 14 days of contract execution*
- *All changes which affect framing or foundation must be made within 5 days of the contract.*
  - *ie. addition/deletion of windows, changes to windows, addition of doors or staircases, moving of walls, changes to skirted porches*

***\*\*At completion of Framing\*\****

- *All interior selections must be completed*
- *All changes that affect the systems in your home should be written up (Plumbing, Electrical, HVAC, Security, Structured Wiring)*
- *Appliance selections should be finalized if changed from standard package*
- *An appointment should be scheduled for your framing and electrical walk through.*

***\*\*Upon installation of insulation\*\****

- *All changes which affect the interior finishes of your home should be written up*
- *Lighting selections should be finalized at this point. After completing your lighting selections you will be given a list of the necessary bulbs that you will need to purchase for your selected fixtures.*
- *An appointment should be scheduled for your rough-in walk through*

***\*\*Completion of interior trim\*\****

- *No additional work authorizations should be written after this time*
- *Light bulbs for your light fixtures should be delivered to the site agent in order for Erik Homes to "bulb out" fixtures as they are installed. Bulbs not delivered in a timely manner will become the homeowner's responsibility to install prior to walk through. Please note that Erik Homes will not be held responsible for the replacement of any bulbs that have burned out or are missing at the time of walk through.*

***\*\*Completion of Systems trim out\*\****

- *Application for all utilities should be made*
- *Closing and Walk through appointments should be scheduled*

*The construction of your new home is filled with many different decisions. Some of the most difficult choices are your decorating decisions. With the exception of light fixtures, all of your decisions can be made with our Project Coordinator or Agent. Please realize that it is impossible to stock samples for everyone's particular taste, we have however brought in some of the more "popular" choices for you to examine, both standards and upgrades.*

*In the event you cannot find that perfect touch for a particular room we are providing you with a list of phone numbers and addresses that you may find useful. It will be in your best interest to schedule appointments with our representatives prior to visits to their showrooms to insure that you receive the attention that you deserve. Please let us know when you find it necessary to make selections in vendor showrooms so that we can be sure your selections have been communicated to us correctly.*

### Utility Service

We ask that approximately 3 weeks prior to closing you contact both the power and gas companies to apply for service. They will need the address of your new home.

*Dominion Virginia Power*                      *1-888-667-3000*

*Virginia Natural Gas*                      *1-866-229-3578*

*Revere Propane*                      *804-693-7037*

#### *Water Services*

##### *Chesapeake:*

*Contact City of Chesapeake Public Utilities*                      *757-382-6352*

##### *Virginia Beach:*

*Contact City of Virginia Beach Public Utilities*                      *757-385-4631*

##### *Suffolk:*

*757 - 925-6389.*

##### *Gloucester:*

*Contact City of Gloucester Public Utilities*                      *804-693-2744*

#### *Telephone Services:*

*Verizon*                      *757-954-6222*

*Cox*                      *757-224-1111*

#### *Refuse Services:*

*City of Chesapeake*                      *382-3442*                      *Recycling: 548-2256*

*City of Suffolk*                      *923-2460*                      *Recycling: 485-5700*

*City of Virginia Beach*                      *427-4421*                      *Recycling: 385-4650*

#### *Cable:*

*Hampton Roads/Peninsula*                      *Cox Communications*                      *222-1111*

*Suffolk*                      *Charter*                      *539-2312*

*You will receive section two of this book “Caring for Your New Erik Home” at the time of your walk through.*