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| **Property** |
| Owner |
| Address |
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| **Identification** | | |
| Parties of the Contract | Scope of Work | Working Drawings |
| Property Location | Specifications | Required Permits & Approvals |
| Lender | Additional Contractors | Designer or Inspector |

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| **Site Considerations** | | |
| Deed Restrictions (C&R’s) | Zoning Requirements | Title Conditions |
| Architectural Review | Utility Connections | Unknown Conditions |
| Survey & Stakeout | Septic & Wells | Site Safety, Erosion, Security |

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| **Pricing Payment** | | |
| Fixed Price or Cost Plus | Allowances – Labor & Materials | Draw Schedule & Payment Process |
| Deposits | Changes & Extras | Lien Releases, Indemnification |
| Funding / Lender | Incomplete Items & Holdbacks | Cost Overruns |

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| **Construction** | | |
| Commencement Conditions | Securing Permits & Approvals | Substitution of Materials |
| Selection Process | Construction Utilities | Insurance Requirements |
| Walk-Throughs | Final Inspection & Acceptance | Completion Timeframe & Delays |

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| **Completion** | | |
| Completion Date | Define: Substantial Completion | Incomplete Items, Holdbacks |
| Occupancy Provisions | Final Walk-Through Orientation | Final Inspections |

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| **Miscellaneous** | | |
| Warranties | Dispute Resolution | Notices |
| Defaults | Acceptance & Binding Effect | Identify Attachments |

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| **Notes** |
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