

PROPERTY		
Owner		
Address		

IDENTIFICATION		
Parties of the Contract	Scope of Work	Working Drawings
Property Location	Specifications	Required Permits & Approvals
Lender	Additional Contractors	Designer or Inspector

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

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

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

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

MISCELLANEOUS		
Warranties	Dispute Resolution	Notices
Defaults	Acceptance & Binding Effect	Identify Attachments

NOTES		