



Harb Renovations, Inc.  
330 E. Concorda Dr.  
Tempe, AZ 85282  
(480) 694-3862  
[www.harbrenovations.com](http://www.harbrenovations.com)  
ROC #165549 / ROC #210852

Harb Renovations, Inc. would like to thank you for allowing us the opportunity to become your General Contractor. We focus on excellence and creating a positive experience throughout the construction process. As a licensed, bonded and insured contractor we not only adhere to the rules and guidelines set forth by the governing bodies but have set a much higher standard of performance by all of our employees and sub-contractors. Our goal is to make the homeowner feel comfortable that at any time throughout the project, all aspects of quality, performance, schedule and budget concerns are being addressed. We want complete and open lines of communications so that you can be as well informed as you would like to be from start to finish.

### ***What to expect during the construction process:***

#### **Phase One**

We will work with you to determine what your needs are and how we can work with you to accomplish your goals. Once established, our architectural consultant will meet with you to discuss the design details and customizes to fit your particular needs. As the homeowner you need to consider the specific finishes you will be installing such as plumbing fixtures, lighting, flooring, doors & door hardware, colors and finishing materials. With these items selected during the design phase, this allows the detail to be included in the architectural plans, thus providing you with a more accurate and detailed estimate, resulting in fewer change orders later. This process will take between a two 6 weeks depending on the scope of the project and number of revisions. Once approved by the homeowner will be submitted to the City for approval and permitting.

#### **Phase Two**

Phase II introduces the homeowner(s) to our Field Superintendent for a Pre-Construction Meeting (PCM) at which time we go through the plans with you to make sure all of your personalization requirements are satisfied and to review the preliminary estimate. The PCM meeting is then acknowledged by the homeowner or their designated representative upon its conclusion. The homeowner needs to then confirm and finalize the finish selections. The homeowner must have these selections made in order to proceed with the final estimate.

#### **Phase Three**

Phase III is the final estimate and contract. Once the finishes have been confirmed the estimate will be finalized and given to the homeowner for acceptance. Upon review and acceptance a contract will be drawn up detailing the scope of work and reference the estimate and other documentation for items such as start date, project timeline, payment terms etc. Preliminary lien documentation will be submitted and filed with the state, it is important to note – this is not a lien on your property, this is only a process giving the contractor certain rights in the unlikely event that payment arrangements cannot be made at the conclusion of the project. As a contractor, this must be filed within 20 days from the first day of work on the project.

### ***Contract:***

Once the estimate is completed and accepted by the homeowner, we will present you with a homeowner contract outlining the details of the project including the estimate, work schedule, specific finishes, payment schedule and the detailed scope of work.

There are several items that we will need from you as the homeowner: (See attached)

- Key and codes for any security gates, alarm codes etc.
- Special instructions for the workers such as:
  - Pet awareness and procedure
  - Local restrictions – work hours, tool noise etc.
  - Personal restrictions – work hours and notifications
  - Issues related to utility disconnection (if we need to disable the water, power etc. for certain periods of time, what precautions or arrangements need to be made.)
- Personal contact information and preferred method of communication and who should be contacted in what order.
- Salvage items – items that are to be kept and reinstalled or returned to homeowner after demolition. Any items in the scope of the demolition process that are not identified will be discarded.

Change orders will be required for all deviations from the scope of work and must be communicated through Harb Renovations Field Superintendent or management. We will confirm the specifics of the requested change and provide you with a change order / estimate for your approval prior to the work being performed.

## **Phase Four**

During the construction, typically once we have completed the framing, we invite you to inspect and walk through the home with us so you can verify electrical, phone and internet/television outlets throughout the home, and to make one final check on all of your personalized design selections, confirming that all items match those listed on the plans. This is the 'last chance' to make revisions to lighting, electrical and other base construction items. Keep in mind, although changes are most easily accommodated at this point, additional charges and/or change orders will be required for modifications made outside the scope of the original plans and contract.

## **Phase Five**

At or near the completion of your project, a homeowner walk is performed whereby we inspect the home for completion, and imperfections and then schedule for the resolution of any punch items identified. The final punch walk will then be reviewed and accepted by Harb Renovations and the homeowner once all repair work is completed.

At the closing of the project Harb Renovations will return any keys, remote entry or garage door openers with the signature of the homeowner having received the items in return.

## Homeowner Special Instructions:

**Primary Contact:** \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Order to Contact - \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ Order to Contact - \_\_\_\_\_

Mobile Phone: ( ) \_\_\_\_\_ Order to Contact - \_\_\_\_\_

Email address: \_\_\_\_\_ Order to Contact - \_\_\_\_\_

**Secondary Contact:** \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Order to Contact - \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ Order to Contact - \_\_\_\_\_

Mobile Phone: ( ) \_\_\_\_\_ Order to Contact - \_\_\_\_\_

Email address: \_\_\_\_\_ Order to Contact - \_\_\_\_\_

\_\_\_ # of keys delivered for home and surrounding areas (Garage door, shed etc.)

\_\_\_ # of garage door openers or keyless entry devices

\_\_\_\_\_ Gate code for security gate

\_\_\_\_\_ Garage door code for garage door opener

\_\_\_\_\_ Alarm code for home security system

Phone number for security company ( ) \_\_\_\_\_

Security Password \_\_\_\_\_ *(confidential and only maintained by Harb Renovations office staff – not communicated to subcontractors)*

Special instructions for pets: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Items to salvage/reinstall or return to homeowner: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_