



Quality Has A Name.™

# Buyer's Guide to a Successful Closing

## Week One

- Meet with at least three lenders
- Submit application to two lenders
- Meet with at least two architects
  - Develop space plan
  - Discuss finishes

## Weeks Two to Three

- Receive financial commitment letters from lenders
- Approve space plan and finishes with architect
- Meet with at least two tenant improvement contractors
- Receive space plan and MPE's from architect
- Submit space plan to contractors for improvement bids

## Weeks Four to Five

- Receive improvement bids and select contractor
- Submit tenant improvement bid to lender
- Deposit remaining earnest money requirement at the end of feasibility

## Weeks Six to Seven

- Receive and submit construction documents to city
- Receive final financial approval from lender
- Sign closing documents at title company

## Weeks Eight Plus

- Sign closing documents at title company
- Receive building permit from city

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