



Congratulations on the purchase of your quality Esquire home!!! You have already made the important decision to purchase a house and now it is time to carefully consider all the options available to you to turn your house into the home of your dreams!

Although it may seem too early to finalize your décor choices, it is important that you become aware of **Esquire Homes'** guidelines surrounding the construction and décor of your new home. You will be contacted by a Décor Consultant by phone or email to book your appointments based on the construction schedule/closing dates.

In order to facilitate your décor goals, we have outlined the following guidelines for your review.

1. Appointments

- Appointments are scheduled weekdays **Monday through Thursday from 9:00 am to 4:00pm**. Clients are required to arrange their day/work schedule so as to dedicate the necessary time towards the process.
- Weekend appointments are **not available** at the Décor Centre.
- Appointments are conducted in 2 Stages. Stage 1 covers structural, electrical, plumbing and HVAC. Stage 2 covers all finishes such as flooring, cabinets, counters, paint, etc.
- Your personal appointment could last anywhere from 1-3 hours. As like any other appointment, we ask that you be prompt.
- It is highly recommended that you limit additional family members at the Décor meeting in order to focus on the task at hand. (The Décor Centre is not a child friendly environment.)

2. Customized Extras

- Should a client intend to incorporate any electrical, mechanical and/or rough-in changes, it is imperative that a 2-stage colour chart process be administered. Any such changes to the standard layout require additional review and cannot be guaranteed.
- There are many new appliances on the market. Some of them require additional cabinet work from the standard kitchen layout. An example of this is the built-in wall oven/microwave and cooktop. These appliances require special cabinet and counter cut outs. Appliance specifications (with cut out dimensions) need to be provided to the kitchen trade prior to the production of the kitchen. The same is required for larger refrigerators. These appliances impact the layout of the kitchen, its cabinetry and any additional electrical wiring.
- **Esquire Homes** does not install microwave/fan units or chimney style hood vents, but will provide the appropriate space and electrical wiring required for your appliance subject to an upgrade fee. All these changes must be done prior to the construction release of your future home as they impact rough-in trades. Please inquire at the Décor Centre for additional information.

- Architectural drawings for each model type undergo an approval process with the respective City Building Departments. When **Esquire Homes** applies for and is granted a home permit, the City Building Department has already approved all structural, mechanical and plumbing components of the house. In order to change any of these components, the process must start all over again. This is a lengthy and expensive process. **Esquire Homes** does allow minor framing changes that do not affect any structural walls or columns. Approval of framing changes cannot be guaranteed.

3. Late Changes

- Late changes are considered to be items that **Esquire Homes'** construction staff assesses as being a risk to the efficiency of the job.
- Any requests submitted 1 month prior to excavation will not be considered.
- A Client wishing to make a change to an approved colour chart revision for a change order shall be charged a \$650.00 (plus HST) administration fee.

4. Payments

- Payments for completed change orders are to be made by cheque, debit or credit card. **Esquire Homes** is pleased to accept as payment any of the following: cheques, Debit, Visa and MasterCard. Sorry, we do not accept American Express.
- Should you decide to incorporate the payment of your upgrades (minimum of \$5,000 purchase before HST) within your mortgage; **Esquire Homes** will agree to amend the Agreement of Purchase and Sale provided a letter from your financial institution supports the new purchase price. A 20% deposit (cheque/credit card) is required at the time of signing the invoice and the balance will be amended to the purchase price.

5. Credits

- Should you decide to delete an upgrade item or bonus item from your Purchase Agreement there is no credit for the said items, nor can they be exchanged for another upgrade item(s).

Your selection process does not need to be a difficult one. These guidelines have been implemented in order to help clarify any concerns you may have. We encourage you to take full advantage of our professional design staff.

We at **Esquire Homes** look forward to working with you to assist you in achieving your desired design goals!

Carmela Quercia
 Décor Consultant / Manager Décor Centre
 Esquire Homes