

Showcase New Home Guide

PHASE 1 - PREPARE



STEP 1 PURCHASE AGREEMENT

Congratulations on the purchase of your new Allen Edwin Home! We have reviewed the included features of your home and the expected steps to closing.



STEP 2 LOAN APPLICATION

Make application with your lender within 3 days. At this time some non-preferred lenders will require an upfront application fee for your appraisal.



STEP 4 HOME CONSTRUCTION

Depending on the stage of construction of your new home, a New Home Review may be scheduled with your Production Manager to review the remaining steps of the building process.



STEP 3 MORTGAGE APPROVAL

Your lender should have your loan approval within 15 days of your loan application.

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PHASE 2 - CLOSE



STEP 1 FINAL MORTGAGE APPROVAL

Prior to your anticipated closing date, the Allen Edwin Homes Closing Department will contact you and your lender to begin finalizing the process of closing on your new home. Respond immediately to any lender questions or requests as this is typically the cause for delays in closing on time. In the event you are not able to close by the scheduled closing date, \delayed closing fees of \$75/day will be charged.



STEP 2 NEW HOME ORIENTATION

It is time to get introduced to your new home. We think you'll make a great match!

STEP 4 CUSTOMER CARE AND WARRANTY SERVICE

If any issues arise, all warranty requests can be submitted on-line at:
www.allenedwin.com/homeowners-corner/customer-care/

During business hours you may also contact:

East & Mid-Michigan Customer Care:

emservice@allenedwin.com
Mon – Fri, 9am to 5pm
(248) 876-4238

W. Michigan Customer Care:

wmservice@allenedwin.com
Mon – Fri, 9am to 5pm
(269) 350-2117

Indiana Customer Care:

inservice@allenedwin.com
Mon – Fri, 9am to 5pm
(574) 892-6490

To report an emergency please contact Allen Edwin Homes' emergency number at (866) 644-4919.



STEP 3 HOME COMPLETION AND CLOSING

We have completed all the final touches on your dream home and it's now a reality! Upon funding of your end loan, you will receive the keys to your new Allen Edwin Home.