

## Builder Responsibilities

Project #: \_\_\_\_\_

Briefly, let's discuss the Builder scope of work on site:

1. Site Preparation:
  - a) Builder will be responsible for excavation and installation of foundation, concrete piers, sill plates and anchor bolts. Builder shall be responsible for proper grading, backfilling of foundation, proper site access with storage room to hold carriers.
  - b) Purchaser is responsible for acquiring all land and permits related to this job.
  - c) It is the builder's responsibility to contract with a set-up crew, and pay for and coordinate the set-up of the home. Hi-Tech Housing, Inc. is not in the house set-up business. The builder accepts total responsibility for the correct set-up of the house. Any damage done to the house as a result of the set-up or as a result of improper set-up must be repaired at the builder's expense.
2. Delivery Responsibility:
  - a) Check parts list enclosed in delivery pouch and notify Hi-Tech Housing, Inc. of any discrepancies within seven (7) days of delivery to building site in adherence with the Comprehensive Service Policy.
  - b) Do general interior and exterior inspection and note any deficiencies on the Driver Inspection Report.
  - c) If the builder provides the transportation of the units, the builder is responsible to have a Certificate of Insurance naming Hi-Tech Housing, Inc. as the certificate holder. This certificate must be delivered to HTH prior to the pick-up and transportation of the units.
3. Purchaser shall be responsible for the following carpentry related items:
  - a) All siding, soffits, fascia and shingles not installed in factory due to the modular type construction limits.
  - b) Stair adjustment to the second floor.
  - c) Drywall work in arches, stress cracks, horizontal match points or site access areas for site electrical or plumbing connections.
  - d) Interior touch-up paint work.
  - e) Adjust all interior or exterior doors if necessary.
  - f) Seam or finish all carpet in doorways or arches at unit mating wall.
4. **Purchaser shall be responsible for the completion of roof ventilation. Due to the modular components of a factory built roof system, it is the responsibility of the purchaser (builder) to ensure that the means of roof ventilation provided meet all code requirements.**
5. Purchaser shall be responsible for the following plumbing related items:
  - a) Hook-up all pipes between basement, crawlspace or floors via chase or access areas for plumbing and heating.
  - b) Supply all fitting and branch piping for plumbing between floors that are not installed in factory.
  - c) Install toilet tank lids, water test, and tighten all compression fittings.
  - d) Install any and all furnace hook-ups.
6. The purchaser is responsible for the following electrical related items:
  - a) Intermodule connections (including materials) between units and floors.
  - b) Installation of meter base and all service cable.
  - c) Installation of light globes, bulbs, and exterior fixtures.
  - d) Making connections to boiler.

Failure to specify any additional item necessary to complete the project above does not create any obligation for Hi-Tech Housing, Inc. to provide or complete said additional item.

7. Payment Terms:
  - a) Only C.O.D., certified or cashier's checks will be accepted as payment of a Hi-Tech Housing, Inc. invoice.
8. Terrain Preparation Before Delivery:
  - a) The builder must provide accessibility to the house site. Driveway entrance must be wide enough to allow turnoff from road. Driveway should be level and clear of branches, wire, etc. to avoid damage to the modules.
  - b) Adequate space for maneuvering is required around the foundation. Remove trees, obstructions, and maintain level terrain.
  - c) Builder cooperation is requested in routing the units to the final destination site. These arrangements should be made with Hi-Tech Housing's dispatch personnel five (5) days prior to delivery.
9. Actions to Perform Upon Delivery of Units at the Building Site:
  - a) A representative must meet our driver at a pre-determined location to direct him to the building site.
  - b) The representative must inspect and sign for the units. Any shortages or obvious damage must be noted at this time in order to qualify for service or parts replacement at no charge. Refer to the Hi-Tech Housing Service Policy that is located in the delivery pouch.
  - c) Any further transportation costs after the units leave the main road (such as towing charges, etc.) are the responsibility of the builder. Hi-Tech Housing's unit delivery is considered to be **"to the curb"**. The representative must be prepared with proper on-site equipment necessary to maneuver units onto the construction site.
10. Actions to Perform Upon Completion of Setup of the Units:
  - a) The builder is responsible for the carriers, proper stacking, and staging in an accessible area for easy driver hook-up and departure from the job site. When transportation drivers are required to perform stacking of the carriers, or when they incur any expense to prepare the carriers for return to Hi-Tech Housing, the builder will be charged and may forfeit his carrier deposit.
11. Transportation Rates:
  - a) Carrier deposit is \$1000.00 per carrier.
  - b) When carriers are returned to the factory, each will be inspected. Any damage or theft to the carriers (frame, tires, axles and any other components) will result in a charge to the builder.
12. Code Compliance:
  - a) The Engineering Department of Hi-Tech Housing, Inc., has made every effort to meet or exceed all State and Federal codes governing our homes. Non-compliance to these codes will be rectified by Hi-Tech Housing, Inc., at no cost to the builder/dealer or the homeowner.
  - b) It is the responsibility of the builder/dealer to ensure that all local codes are met. If special needs exist in your County or Local area, they must be submitted in writing to Hi-Tech Housing, Inc., Sales & Engineering Departments, prior to the final quote or purchase of home. All non-conformance not submitted to Hi-Tech Housing, Inc., are the responsibility of the builder/dealer.

Project # \_\_\_\_\_

\_\_\_\_\_  
Signature of Builder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of HTH Representative

\_\_\_\_\_  
Date