

06 steps to ownership steps 01 + 02 = home owner



step 01 **obtain land**

Once you have purchased land, or are in escrow on land, simply complete the inquiry form at www.michellekaufmann.com and a representative from MKD will contact you to begin the process of designing your beautiful, sustainable new home. Additional tools such as guidance on land selection, determining your slope, and MKD budget builder can also be found on our website.

Before we can work with you to design your new home, we will need to visit your site to determine whether your parcel can accommodate an MKD modular home. In order to be considered for a delivery assessment, you must own land, or be in escrow on land. The fee for this service will be determined by MKD and will depend on your site location.

We will need the following information prior to the on-site consultation:

- Confirm that your property is not under the control of Covenants, Conditions + Restrictions (CC+R's) that prohibit modular construction.
- Obtain a Site Survey (topographical survey). The survey needs to indicate: overall site dimensions, property lines, setbacks, easements, grading contours, existing trees, overhead lines, street locations, and have North indication. The site survey also needs to be in AutoCAD format (.dwg or .dwf).
- Obtain a Soils Report (geo-tech report). This is performed by a soils engineer and will be used to determine the type of foundation and footing needed for your new home.

We ask that you also provide the following information about your site before we begin Step 03.

- Confirm that either Sewer Lines are adjacent to your site, or that your property can/will accommodate a Septic System large enough for the proposed home (a successful perc test or approved septic design is required).
- Obtain Planning Department Regulations for your property including front, rear, side and height setbacks, easements, driveway and garage regulations, etc. We will use this information to determine your buildable area and home design.
- Does your local jurisdiction require a Design Review? If so, please obtain the requirements from the building department.
- Obtain Photographs of your Site in .jpg format. We would like to see access to your property, primary views from your proposed home location, and views from neighboring buildings.



step 02 **obtain financing**

If you are looking to finance your MKD home project, lenders will classify your project as new construction and will therefore offer a Construction Loan, which differs substantially from a traditional mortgage. Once construction is complete, your loan will be converted to a traditional home loan (mortgage).

Construction Loans are short term and often structured as interest-only lines of credit. They are distributed in disbursements, or "draws," as work on the project is completed, so it is important that you choose a financial institution that can accommodate the draw schedule associated with factory construction. Typically, most factories require approximately 25% of the cost of the modules to start construction, an additional 50% at the halfway point, and the remaining 25% when the modules leave the factory. The specifics for the remaining draw schedule for site-built portions and button-up will be determined as your project moves forward.

In order to secure your Construction Loan, you will need an estimate of the amount you will need to finance. To help understand the typical costs of prefab home construction, please refer to MKD Budget Builder in the Resources portion of our website.

If you require financing for your project and do not have a lender, MKD would be happy to introduce you to lenders who are competitive, informed, and modular friendly.

06 steps to ownership steps 03 - 06 = home owner + MKD + local contractor



step 03 **discuss and decide**

Now that we have collected all of your land information, your delivery assessment was successful and you have been pre-approved for financing, we are ready to begin **Step 03 : Discuss and Decide**. By now you should have received your Step 03 agreement*, which was determined based on your desired home design and site plan, and falls within one of two categories:

- 1. MKD pre-designed home process.** This applies to all MKD home design floor plans to be built on a flat site (less than 1:10 grade change**). Any change to an MKD floor plan, however small, will fall under our Custom process.
- 2. Custom/Sloped Site process.** This process applies to all projects with design changes to MKD floor plans and/or projects on a sloped site (sites with more than 1:10 grade change**). If you have a sloped site and would like an MKD predesigned floor plan, your project will fall under this category.

Once your signed agreement and retainer are received, we will send you a catalog of pre-selected eco-friendly materials and finishes and schedule your kick-off design meeting, which will take place at our design studio. Shortly after your design meeting, MKD will provide you with Schematic Design documents and Preliminary Pricing for the modules, transportation and setting. Your local contractor will need to prepare an estimate for site preparation, button-up work and site improvements (ie. garage).



step 04 **engineering and permits**

During Step 04, MKD will prepare architectural drawings for engineering, permitting, and production. MKD requires a signed contract, with payment, to begin Step 04*. Upon receipt of your signed contract and payment, your project manager will prepare engineering drawings for your home, and your Civil Engineer will prepare drawings for site grading, drainage, a driveway (if applicable), and retaining walls as needed. If you do not have a Civil Engineer, MKD may be able to help locate one in your area.

Once your drawings have been fully engineered and stamped, MKD will submit the engineered drawings of the modular portions to the factory for state permitting while your local site contractor submits the same drawings to your local building department for permitting of all site-specific construction. MKD will also work with your local contractor to compile final pricing for your project. (please note: your local builder is responsible for preparing final pricing for the site-built portions of your project).



step 05 **production + site prep**

During this phase, your sustainable home design is built in a modern factory, and your site is prepared for your beautiful new home!

To begin the Production + Site Preparation process, you will need to: sign a contract for construction with your local contractor, sign a separate contract with MKD for construction observation and factory interface, finalize your loan documentation, and close your construction loan.

Once your permits are approved, your contractor will order the modules from the factory. Your home is then built in the factory while your site is being prepared.



step 06 **delivery + button up**

Get out your camera and prepare to enjoy your new MKD modern modular home!

Once your site contractor has prepared the foundation and the modules have been built (in the factory), MKD will arrange to have your new home delivered to your site and attached to the foundation. Once your home is attached, your site contractor will "button-up" the home and build all site improvements such as decking, garage, pool, etc. and voila - your new home is ready for move-in!

*Services will be billed on an hourly basis. The total fees for this phase depend on the complexities of your site and desired floor plan.

**To determine the slope of your site, at the building pad area, check the height difference over a 10 foot length. If there is less than 1 foot height change over a span of 10 feet, then your grade is LESS than 1:10 and, therefore, "flat". If there is more than 1 foot height change over a span of 10 feet, your grade change is considered GREATER than 1:10 and considered "sloped"