

STEPS FOR COMPLETING YOUR PopUP HOUSE

1. Decide on Size and Style of PopUP House by reviewing our PRODUCTS.
2. Check with local building department to verify requirements of our SPECIFICATIONS. Bring contractor if necessary.
3. Purchase property either through owner or local realtor.
4. Consult or hire a general contractor if you are not the owner/builder.
5. Visit our BUILD link with your professional to familiarize yourselves with the process.
6. Complete itemized Line-By-Line Worksheet.
7. Get construction estimate from contractor.
8. Begin securing construction loan if applicable.
9. Make deposit and sign Sales Contract [and return to House Port for purchase of the House Port Kit Package.]
10. After we, at House Port, receive funds, we will send you plans, the building manual and instructional DVD.
11. Obtain all building permits.
12. Finalize contract with contractor if applicable.
13. Prepare site.
14. Final payment and shipping charges are due after foundation is completed.
15. We will deliver the PopUP House components to the site or closest drop-off location.
16. Construction of PopUP House: Line-By-Line Worksheet.
17. House Warming Party.

LINE-BY-LINE WORKSHEETS

1. PROFESSIONAL SERVICES (where applicable)

Description	Amount	Complete
Architectural Fees		
Engineering Fees		
General Contracting Fees		
Appraisal		
Survey		
Insurance		
Permits		
Clean Up		
Overhead		
Dumpster		
Miscellaneous		

2. SITE PREPARATION (where applicable)

Description	Amount	Complete
Demo/Cleaning		
Excavation		
Grading Back Fill		
Water/Well		
Septic		
Temporary Utilities		
Portable Toilets		
Electric/Cable/Satellite Hookup		
Water Hookup		
Driveway		
Drainage System		
Landscape		
Patio		
Miscellaneous		

3. CONSTRUCTION AND ASSEMBLY OF PopUP CUBES AND HOUSE PORT

Description	Amount	Complete
Foundation(s) for Cube(s) and House Port footings including: Underground electrical conduit and plumbing PVC		
Installation of Cube(s) SIPs Interior Wall/Roof Systems		
Interior and exterior door installation		
Electrical		
Plumbing		
HVAC		
Fireplace		
Skylights		
Drywall		
Exterior Paneling/Stucco		
Painting (interior/exterior)		
Tile/Carpeting		
Millwork/Carpentry		
Cabinets		
Countertops		
Appliances		
Miscellaneous		

4. FURNISHINGS

Description	Amount	Complete
Furniture		
Window Treatments		
Outdoor Furniture		
Miscellaneous		
TOTAL		