

## SALES PROCESS WITH METINVEST by Metricon Homes

1. Client signs Expression of Interest form and pay the initial \$1000 (unless specified otherwise) holding Land deposit via direct deposit, mail, cheque or credit card.
2. Make reservation via or live portal (<https://metinvest.metricon.com.au/login>), ensuring that your Leads and Contact details are created first.
3. Once reservation is received, a details confirmation email is sent to the Sales Partner confirming all details are correct for preparation of the Build Contract.
4. Within 48-72 hours, Contracts will be prepared in house with an electronic copy always being sent through to our Sales Partner as well as originals being posted to clients/Solicitors if requested.
5. Metricon Homes have a Contract turn around policy of two weeks from receipt of Contracts leaving Metricon head office. SSO will send through a follow up email one week from Contract issuing, with a second follow up email send two weeks from Contract issuing.
6. Once Contracts are signed and returned to Metricon head office, they will be executed by our Contracts team within 24 hours of receiving them. An electronic copy of the Contract will be emailed to the Sales Partner with the originals being posted to the client.
7. SSO will be following up on a copy of the executed Land Contract as well as Finance and Settlement due dates. Once dates and Contract received an email will be sent to the Sales Partner for their reference.
8. Upon receiving Finance Approval from the Client Lender, Metricon will need confirmation from their Solicitor to notify Metricon of the Unconditional status.
9. Once Metricon has received notification that the sale is Unconditional, SSO will issue the 5% Build Invoice to the Sales Partner for payment by the client. This payment is expected to be deposited within 7 days of being invoiced via direct deposit, cheque and or bank guarantee.
10. If the purchase is a **COMPLETED PRODUCT**, it will be issued with a single Contract subject to finance and we will generally be calling for Settlement to be effected after 14 from Unconditional being advised (Commission Structure: 50% @ Unconditional & payment of Deposit & remainder 50% @ Settlement).
11. If the purchase is a **SINGLE CONTRACT** that is yet to be constructed, we will advise you approximately 4-6 weeks in advance when we believe registration will occur and then be call for Settlement to be effected within 14 days (Commission Structure: 50% @ Unconditional & payment of Deposit & remainder 50% @ Settlement).
12. If the purchase is a **SPLIT CONTRACT**, it will be issued with Land & Building Contract subject to Finance. Upon obtaining Finance & going Unconditional the land will Settle. Upon Finance Approval and the 5% build being paid, a Site Start date will be issued approximately within 2 weeks from Build Approval being received.
13. You may then submit your Commission claims to SSO to process. Please note commission payment are made every Friday of each week.
14. Once the client has obtained finance approval, all matters in relation to the client contract will be handled by our Construction Team with updates sent to the Sales Partner & clients fortnightly.