Referral Source:
☐ Website ☐ Internet
☐ Family ☐ Friend
☐ Flier / Insert

Referred By:

_____
_____

Additional Information:

_____
_____
_____

PROPERTY REQUEST FOR RESIDENTIAL HOME BUILDING CONSULTATION

1. HOMEOWNER INFORMATION

Homeowner(s) Name_____

Current Address:_____

City / State / ZIP:_____

Subdivision *(if applicable):*_____

Nearest Cross Streets:_____

N/S: _____ E/W: _____

CONTACT INFORMATION

Primary Homeowner

Mobile Phone: _____

Work Phone: _____

Email Address: _____

Secondary Homeowner

Mobile Phone: _____

Work Phone: _____

Email Address: _____

Additional Information / Notes:

_____

_____

2. PROPERTY & SITE INFORMATION

Have you purchased the parcel/lot? ☐ Yes ☐ No

Has the city/township assigned an address to the parcel? ☐ Yes ☐ No

If yes:

Property Address: _____

City / State / ZIP: _____

Subdivision: _____ Lot Number: _____

Has the parcel been approved for residential home building? ☐ Yes ☐ No

Parcel Identification Number (Parcel ID):
☐ Available ☐ Not Available

If applicable, list all Parcel ID numbers: _____

Has the lot been split into multiple parcels? ☐ Yes ☐ No

If yes, list additional Parcel ID numbers: _____

Lot Dimensions
- Width: _____

- Length: _____

- Total Acreage / Square Footage: _____

Site Conditions & Restrictions

Is land clearing or civil engineering needed for permit approval?
☐ Yes ☐ No

Are there any development restrictions on the property?
☐ Yes ☐ No

If yes, select all that apply:

☐ Land Elevation ☐ Topography ☐ Water
☐ Mineral ☐ Tribal ☐ Other: _____

Are there tree preservation, removal, replacement, or tree-fund requirements?
☐ Yes ☐ No

If yes, list details:

_____
_____
_____

Has a soil / perc test been completed? ☐ Yes ☐ No

Is a soil erosion permit required? ☐ Yes ☐ No ☐ Unknown

If required, permit status:

☐ Applied For ☐ Issued ☐ Exempt

Permit Number: _____

Additional Site Information / Restrictions:

_____

_____

3. UTILITIES & SITE SERVICES

Wastewater System:
☐ City / Township Sewer ☐ Septic Tank

If city/township sewer, is the sewer connection on your side of the street?
☐ Yes ☐ No ☐ Unknown

Water System:
☐ City / Township Water ☐ Well

Electric Service Available at Street:
☐ Yes ☐ No ☐ Unknown

Natural Gas Main Available:
☐ Yes ☐ No ☐ Unknown

If yes, is the gas main on your side of the street?
☐ Yes ☐ No ☐ Unknown

Will you be using alternative energy sources?
☐ Yes ☐ No

If yes, select all that apply:
☐ Propane ☐ Solar ☐ Geothermal ☐ Other: _____

Additional Utility Information:

_____

_____

4. HOME DESIGN & CONSTRUCTION

Approximate Home Size: _____ Square Feet

Approximate Home Building Budget: $_____

Do you have other home-building estimates? ☐ Yes ☐ No

If yes, how many? _____

Projected Start Date: _____

On a scale of 1–10, how ready are you to move forward with signing a contract?

1☐ 2☐ 3☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐
(10 = Ready to sign contracts and begin building)

Foundation & Basement:

What type of foundation are you considering?

☐Slab ☐Crawl Space ☐Piers ☐Basement

If basement:
Basement Type: _____

Will the basement be finished? ☐Yes ☐No ☐Undecided

Additional Design / Construction Details:

_____

_____

5. REQUESTED AMENITIES & PROPERTY IMPROVEMENTS

Select all requested or desired improvements and complete applicable details.

Garage: ☐ Yes ☐ No

- Number of Cars: _____
- Width: _____ Length: _____

Swimming Pool:

- Exterior In-Ground Pool: ☐ Yes ☐ No
- Interior Pool: ☐ Yes ☐ No

Backyard Fence: ☐ Yes ☐ No

- Fence Type: _____

Pole Barn: ☐ Yes ☐ No

- Width: _____ Length: _____
- Concrete Floor Drain: ☐ Yes ☐ No
- Water Requested: ☐ Yes ☐ No
- ☐ Cold Water ☐ Hot Water

Horse Barn: ☐ Yes ☐ No

- Width: _____ Length: _____

- Barn Plumbing / Dog Washing Station: ☐ Yes ☐ No

- Sink and Plumbing Drain Requested: ☐ Yes ☐ No

Pond: ☐ Yes ☐ No

- Width: _____ Length: _____
- Approximate Acres: _____

Are there existing buildings or amenities on the property?
☐ Yes ☐ No

If yes, describe:

_____

Other Requested Amenities or Improvements:

_____

_____

6. PLANS, REPORTS & PROFESSIONAL SERVICES

Existing Plans & Documentation

Site Plan ☐ Yes ☐ No
Plot Plan ☐ Yes ☐ No
Engineering Report ☐ Yes ☐ No
Survey Repor ☐ Yes ☐ No
Home Blueprint ☐ Yes ☐ No

If you have a site plan, what type?

☐ Architectural ☐ Engineering

Professionals Involved in Your Project

Are you currently working with any of the following?

☐ Engineering Company _____

☐ Surveying Company _____

☐ Structural Engineer_____

☐ Architect_____

☐ Blueprint Broker_____

Is your survey company the same as your engineering company?
☐ Yes ☐ No ☐ Not Applicable

Professional / Company Contact Information

Complete the following for each applicable professional. Additional companies may be listed on a separate page.

Professional Type: _____

_____

Company Name: _____
_____

Street Address: _____

_____

City / State / ZIP: _____

_____

Primary Contact Name: _____ Title: _____

_____ _____

Office Phone: _____ Cell Phone: _____

_____ _____

Email Address: _____

_____

Alternate Contact Name:_____ Title:_____

_____ _____

Alternate Contact Phone:_____

_____

Alternate Contact Email:_____

_____

Additional Professional / Company Information:

_____

_____

*****OFFICE USE ONLY*****

Date Received:_____

Assigned To: _____

Follow-Up Required: ☐YES☐ NO

Notes:

_____

_____

_____

_____