

## Building and Renovation Contract Review Checklist

Before you sign the dotted line, consider and look into the following details. We want you to know exactly what the process entails and to get a better idea of the total costs involved.

Yes / No	Is the value of building work to exceed \$30,000.00? <i>(Note - Contract should be in writing if exceeds \$30,000.00)</i>
Yes / No	Is the building work in relation to a house?
Yes / No	Is there a contact?
/ /20	Date of contract
/ /20	Expected start date
/ /20	Expected completion date
Yes / No	Are there any penalties for late completion/ delay?
Circle	Penalty type: Damages/ fixed amount/ percentage of cost

	Address for Building works: _____
	Description of Building works: _____
Yes / No	Plans & Specifications attached
Yes / No	Owner has reviewed Plans & Specifications
Yes / No	Has the Finish level been agreed upon? (quality of finish for gibstop and painting)
Level __	What is the specified Finish level 1- 5? (low-1, high-5): <i>(industry default is level 3)</i>
Yes / No	Contract works Insurance held by Owner for Construction <i>(Insurance must be in place prior to construction commencing)</i>
Yes / No	Is the Interest of Lender noted on insurance?
Yes / No	Has the insurance been approved by lender?
Yes / No	Is public liability insurance held by builder?
	What is the level of cover on public liability insurance? _____

Yes / No	Prescribed Checklist provided?
Yes / No	Does the Prescribed Checklist meet legal requirements?

Yes / No Has the Disclosure Statement been provided?

Yes / No Does the Disclosure Statement meets legal requirements?

Name of Builder: \_\_\_\_\_

Address of Builder: \_\_\_\_\_

Circle What type of entity is the builder: sole trader/ company/ trust / partnership

How long has the builder been in business? \_\_\_\_\_

Yes / No Are there reviews online?

Comments: \_\_\_\_\_

Supervisor / Contact person on site: \_\_\_\_\_

Yes / No Is Insurance held by the builder ?

Insurer name: \_\_\_\_\_

Level of cover: \_\_\_\_\_

Yes / No Are there any Warranties?

Warranty List: \_\_\_\_\_

Process to transfer: \_\_\_\_\_

\$ What is the Cost to transfer and who pays? \_\_\_\_\_

circle How will notices be given: email / hand deliver / post / fax

Addresses for notices for Builder: \_\_\_\_\_

Addresses for notices for Owner: \_\_\_\_\_

Owner's Conditions: \_\_\_\_\_

/ /20 Dates for satisfaction: \_\_\_\_\_

Builder's Conditions: \_\_\_\_\_

/ /20 Dates for satisfaction:

Yes / No Is there a Force Majeure condition?

Circle Who is responsible for Consents and Code of Compliance – Builder / Owner

Yes / No Have the consents been issued?

Circle Who is responsible for Survey and determining the location of survey pegs – Builder / Owner

Yes / No Has the survey been completed?

Circle Type of Contract – full contract / labour only / managed labour only

**If Full Contract:**

\$ Price

Yes / No Can the price increase? (price escalation)

When can the price increase? (timeframe) \_\_\_\_\_

Yes / No Is Notice required of price increase?

**If Labour only, charged on hourly rate:**

\$ Hourly rate of Builder

\$ Hourly rate of supervised workers

How can the price increase? (is there a notice period): \_\_\_\_\_

Yes / No Is Notice required of price increase?

Yes / No Are Variations permitted?

Process for Owner to request variation: \_\_\_\_\_

Process for variation to be priced: \_\_\_\_\_

Time for variation payment: \_\_\_\_\_

Yes / No	Prime Cost Sums (costs TBC by builder)
	List: _____
Yes / No	Discussed with builder?
Yes / No	Provisional Sums (items for owner to choose)
	List: _____
Yes / No	Discussed with owner?

Yes / No	Is a Deposit payable?
Yes / No	Is the Deposit held in trust?
	When is the deposit released to builder: _____
	Dates / Stages for payment: _____
	_____
	_____
	_____

Circle	How often will Owner be invoiced: Weekly / Fortnightly / Monthly / Completion of stage
w/days	How many <u>working</u> days to pay invoice?
days	How many days to object in writing to invoice?
Yes / No	Will the Constructions Contracts Act (CCA) apply?
Yes / No	Has CCA / Payment claim & Form 1 / Payment Schedule process been explained to Owner?
Yes / No	Can the Builder register a caveat / mortgage to secure payment?
/ /20	Date / stage for final payment: _____
Yes / No	Is final payment following issue of CCC?
Yes / No	Does the Lender require CCC for final loan draw down?
	Process for loan draw down: _____
	_____
	Timeframe for lender to draw down: _____ working days
Yes / No	Does the loan process align with the payment process in the contract?
Yes / No	Has the Bank sighted / approved the build agreement?
	When are you entitled to possession of the property?

Yes / No Is there a Maintenance Period?

What is the duration of the Maintenance Period? \_\_\_\_\_

*If the build is in relation to a household, the maintenance period must be  
12 months under the Building Act 2004*

Limits / Exclusions on defects period / maintenance: \_\_\_\_\_  
\_\_\_\_\_

Yes / No Are there Dispute Resolution clauses?

Type: \_\_\_\_\_

Process: \_\_\_\_\_  
\_\_\_\_\_

Notes/Questions