

# CHECK LIST

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If you've downloaded this checklist, we're guessing you have already read our "8 Essential Things You Must Know Before Building your Custom Home" tip-sheet. Here is a final check list to make sure you haven't missed anything before you sign your building contract.

Of course, if you're about to sign a contract with Merino Homes, you can just tick all the boxes we've got it all covered

If you haven't read our tip-sheet you can download it off our resources page on our website [www.merinohomes.com.au](http://www.merinohomes.com.au)

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- ☐ HAVE YOU CHECKED THAT YOUR BUILDER HOLDS A CURRENT CONTRACTOR LICENCE?
- ☐ DOES THE LICENCE COVER THE TYPE OF WORK INCLUDED IN THE CONTRACT?
- ☐ DOES THE NAME AND NUMBER ON THE CONTRACTOR'S LICENCE MATCH THE NAME AND NUMBER ON THE CONTRACT?
- ☐ DO YOU HAVE A FULL LIST OF EXACTLY WHAT IS INCLUDED FOR THE AGREED PRICE - STATED CLEARLY IN THE CONTRACT, OR ASSOCIATED DRAWINGS OR SPECIFICATION?
- ☐ HAVE YOU EXPLORED ITEMS THAT ARE NOT INCLUDED THAT YOU WILL NEED TO BUDGET FOR SEPARATELY? FOR EXAMPLE, OUT OF BUILD COSTS SUCH AS CERTIFIER AND SURVEYING.
- ☐ DOES THE CONTRACT CLEARLY STATE A FIXED CONTRACT PRICE OR CONTAIN A DISCLAIMER THAT THE CONTRACT PRICE IS NOT KNOWN?
- ☐ IF THE CONTRACT PRICE IS UNKNOWN, IS THERE AN EXPLANATION REGARDING HOW IT MAY BE VARIED?
- ☐ IF THE CONTRACT PRICE IS UNKNOWN, HAS YOUR BUILDER PROVIDED A NON-BINDING ESTIMATE OF COSTS?
- ☐ IF THE CONTRACT PRICE IS UNKNOWN, HAS YOUR BUILDER OUTLINED A SET BUILDER'S MARGIN FOR ALL EXPENSES?
- ☐ ARE YOU AWARE OF THE COOLING-OFF PROVISIONS RELATING TO THE CONTRACT?
- ☐ IS THE DEPOSIT WITHIN INDUSTRY STANDARD LIMIT OF 10 TO 15%?
- ☐ DOES THE CONTRACT INCLUDE DETAILS OF THE PROGRESS PAYMENTS PAYABLE UNDER THE CONTRACT? OR IF YOU ARE GETTING A CONSTRUCTION LOAN, DOES YOUR PROGRESS PAYMENTS MEET YOUR BANKS REQUIREMENTS? (MAKE SURE YOUR BANK HAS APPROVED SCHEDULE)
- ☐ DO YOU UNDERSTAND THE PROCEDURE SHOULD YOU WISH TO MAKE A VARIATION TO THE CONTRACT?
- ☐ ARE YOU AWARE WHO HAS RESPONSIBILITY TO OBTAIN COUNCIL OR OTHER APPROVAL FOR THE WORKS?
- ☐ ARE YOU AWARE OF ENGINEER AND / OR SPECIALIST SERVICES THAT NEED TO BE COMMISSIONED IN ADDITION TO THE WORK OUTLINED IN THE CONTRACT?
- ☐ DO YOU UNDERSTAND THAT YOU ARE NOT REQUIRED TO PAY THE CONTRACTOR A DEPOSIT OR MAKE ANY PROGRESS PAYMENTS UNTIL YOU HAVE RECEIVED A CERTIFICATE OF INSURANCE FROM YOUR BUILDER UNDER THE HOME BUILDING COMPENSATION FUND?
- ☐ HAS THE CONTRACTOR GIVEN YOU A COPY OF THE CONSUMER BUILDING GUIDE, EXPLAIN YOUR RIGHTS AND RESPONSIBILITIES UNDER NSW'S HOME BUILDING LAWS?
- ☐ DO YOU KNOW WHERE TO GET MORE INFORMATION REGARDING NSW'S HOME BUILDING LAWS?
- ☐ DOES THE CONTRACT INCLUDE A STATEMENT ABOUT THE CIRCUMSTANCES IN WHICH THE CONTRACT MAY BE TERMINATED?