

Checklist for Success: Choosing the Right Builder

One of the most important things when deciding to build a new property is selecting the builder. There is nothing worse than having a frustrating experience to build your dream - turning your dream into a nightmare. You want to make sure the builder you select is trustworthy and easy to communicate with while also being able to run your project on time and within budget. This checklist is designed to help you select the right builder for your project.

	Builder 1:	Builder 2:	Builder 3:
License <ul style="list-style-type: none"> • Check if building license is current • Are all subcontractors being used licenced? 	<input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____
Industry Memberships <ul style="list-style-type: none"> • Are they currently a member of MBA, HIA or other? 	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Experience <ul style="list-style-type: none"> • How long have they been in business? • Have they delivered projects like yours before? • Who will be the main point of contact for your project? • How much experience has the main point of contact had? 	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Quality <ul style="list-style-type: none"> • Check for online reviews and ask for testimonials • Ask for finished project examples • Check the builder has policy and procedure documentation • Do they seem professional? 	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Insurance <ul style="list-style-type: none"> • What insurance will the builder have for your job? • Check all insurances current and sight certificates 	<input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____

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Quote <ul style="list-style-type: none"> • Have you completed a credit check on the builder? • Does the quote look professional? • Does the quote meet the scope of works? • Do all quotes have same inclusions and exclusions? • Has the builder agreed to your schedule of finishes? • Is the quote for a fixed price contract? • Are the payment terms clear? • What warranty is offered? • What is the handover timeframe? • When can the builder start the project? • Has the builder included rubbish and spoil removal? 	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Communication and rapport <ul style="list-style-type: none"> • Is the builder easy to deal with and respond promptly? • Do they communicate clearly and honestly? • Has the builder allowed for fortnightly meetings? • Do you feel comfortable communicating with this builder? 	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

Need some help completing this checklist? Check out our blog: [5 Tips for Choosing the Right Builder](#)

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