

# OUR process

**1**

## Base Price

If you are interested in one of our designs or just want to discuss what we can do for you, you can speak to our sales staff at one of our displays or you can contact our office. We will most likely be able to give you an accurate base price on the spot.

Our sales staff will also provide you with information about our process, inclusions, current promotions and upgrades.



**2**

## Initial Deposit

The customer will supply the following:

- Payment of \$3000 initial deposit
- Supply Section 32, Developer Guidelines, Plan of Subdivision
- Selected Facade, Colour Palette, Upgrades  
*Note: these selections can be changed at the Tender Presentation*

We will then gather information about your site (including property info, soil test, survey and preliminary engineering) and produce preliminary drawings and the first draft of the tender.



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## Tender Presentation

At this meeting in our showroom, we will thoroughly explain our tender to you which also contains our standard inclusions.

We will then go over the Colour Selection Schedule in detail and give you the opportunity to make changes to your selections and upgrades.

We will present you with the preliminary drawings and preliminary engineering drawings (if available).

We will also show you your electrical plan and discuss any additions or changes you would like.

The customer will supply the following:

- Payment of \$2000 further deposit
- Signed copy of the Tender Acceptance Letter
- Proof of funds (eg, Bank Pre Approval)



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## Building Permit

The customer will supply the following:

- Asset Protection Permit from Council
- Signed Authority to connect relevant services during build (eg. water, power)

We will produce and gather all relevant documents and information to ensure a successful application of a building permit.



**4**

## HIA Contract 5% deposit

At this meeting, we will thoroughly go over your final tender (which forms part of your contract), HIA contract, Working Drawings, Engineering Drawings, Energy Report and any other relevant information.

The customer will supply the following:

- Payment of 5% deposit (less the amount of previously paid deposits)
- Signed copy of the contract

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| <p><b>Base</b><br/>15% stage claim</p> <p>The site will be made ready for construction. Temporary fencing will be setup. Excavation and underground connections will take place. The concrete slab will be poured.</p> | <p><b>Frame</b><br/>20% stage claim</p> <p>The house will take shape as the wall frames and roof trusses are erected. The frame will be inspected and approved by a qualified building surveyor.</p> | <p><b>Lock-up</b><br/>25% stage claim</p> <p>At this major stage things really start to come together including brickwork, external cladding, roof cladding, insulation and windows. The house is then made secure and locked-up.</p> | <p><b>Fix</b><br/>25% stage claim</p> <p>A pre-plaster 3rd party inspection will be carried out and relevant defects made good. Then internal plaster, architraves, skirting and joinery will be installed,</p> | <p><b>Completion</b><br/>10% stage claim</p> <p>Pre-paint 3rd party inspection. Fit-off of floor finishes, wall tiles, doors, benchtops, appliances, shower, mirrors, door furniture, etc, along with all relevant plumbing and electrical connections.</p> |
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## Hand Over

Final 3rd party inspection and walk through with client.

## 90 Day Maintenance

Client should make a list and take photos when possible to capture all defects and maintenance issues that occur in this period. We will then make good as required.