



BUILDING INDUSTRY SOLUTIONS PTY. LTD.

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DANDENONG SOUTH, VIC, 3175

P.O. BOX 4332
DANDENONG SOUTH, VIC, 3164

TEL: (03) 8791 7691

FAX: (03) 9706 5939

www.buildinginsurance.com.au

warranty@buildinginsurance.com.au

OWNER BUILDERS' WARRANTY - INSURANCE CHECKLIST & PAYMENT INSTRUCTIONS

In order to arrange for this Insurance to be issued, make sure that you have all the required documentation available and completed.

DOCUMENT CHECKLIST

- ☐ Completed VMIA Owner Builder Proposal Form
- ☐ A Defects Inspection Report - Dated not more than 6 months from the contract of sale date.
- ☐ A copy of all relevant issued (Owner Builder) Building Permit/s
- ☐ A copy of Certificate of Consent from the Building Practitioners Board / Victorian Building Authority
- ☐ A copy of issued Occupancy Permit (New Dwellings), Certificate of Final Inspection (Additions etc)
- ☐ A copy of the Certificate of Title, showing current ownership and allotment details : www.land.vic.gov.au
- ☐ A copy of any Plumbing, Electrical, Waterproofing and/or Termite Certificates and any other Warranty Certificates obtained
- ☐ A copy of the floor plan of works undertaken
- ☐ Proof of identification for each owner listed in Section 1, (such as a copy of their driver's licence or passport)
- ☐ **NOTE:** If the domestic building work undertaken **did not require a Building Permit** to be issued, then a **Statutory Declaration** is required, nominating the exact scope of the works undertaken and the actual commencement and completion dates for such works
- ☐ Payment of specified premium
- ☐ Directions Declaration - required for Owner Builders that are Corporate Entities (Please ask for a copy)
- ☐ Waterproofing Declaration - Required if there are external waterproof decks located over habitable areas (Please ask for a copy)

NOTE: If you have any trouble supplying any of the above documents please contact our office to discuss

SOLICITORS OR CONVEYANCERS DETAILS:

If you would like us to provide you Solicitor or Conveyancer an electronic copy of the Insurance to speed up the process please complete the following:

Name :.....

Phone No:.....

Email Address:

PAYMENT OPTIONS:

Make Cheque or Money Order Payments to: **Building Industry Solutions P/L OR**

Electronic payment can be made online or at any NAB branch directly into the following account: **use your surname as a reference.**

Acct Name: Building Industry Solutions BSB: 083 088, Acct No: 487910603

Credit Card is available but will incur additional fees (please call our office to arrange)

SEND:

The application, documents from the checklist and payment via the following options:

MAIL: P.O. Box 4332, Dandenong, South, VIC, 3164 ,

EMAIL: warranty@buildinginsurance.com.au

FAX: (03) 9706 5939

APPOINTMENT: We can also process the Insurance while you wait **by appointment only** at: **8 Commercial Drive, Dandenong South.**

Call for an appointment on : **03 8791 7691**