

CHECKLIST · BEFORE BUILDING

Document Checklist

Every document you should be holding, from first quote to the end of the defects period. Thirty-two files that protect you.

BEFORE YOU START

A missing document is only ever a problem at the exact moment you need it — a warranty claim, a dispute, a sale. Collect them as you go, name them properly, and keep them somewhere that is not a phone. *Paper beats memory every time.*

32 DOCUMENTS TO COLLECT AND KEEP

PRE-CONTRACT

- ☐ **Builder licence copy**
Confirm valid in your state.
- ☐ **Insurance certificate**
Builders home warranty insurance.
- ☐ **Full quote with breakdown**
Not just a headline number.
- ☐ **Itemised inclusions list**
Attached or referenced in the contract.
- ☐ **Selections and colour list**
Locked in with your signoff.

CONTRACT

- ☐ **Signed contract**
Every page initialled, final page signed.
- ☐ **Plans and specifications**
Stamped and attached to the contract.
- ☐ **Engineering drawings**
Footings, slab and frame design.
- ☐ **Variation schedule**
If any variations were agreed at signing.

COUNCIL AND APPROVALS

☐ **Building permit**
Issued by your private certifier or council.

☐ **Planning permit**
If required for your area.

☐ **Soil test or geotech report**
Determines slab design.

☐ **Energy rating certificate**
NatHERS or state equivalent.

☐ **BASIX certificate**
NSW only.

☐ **BAL assessment**
If in a bushfire zone.

DURING THE BUILD

☐ **Pre-slab inspection certificate**
From your building surveyor.

☐ **Frame inspection certificate**
From your building surveyor.

☐ **Waterproofing certificate**
From a licensed waterproofer.

☐ **All variation paperwork**
Quote, written approval and updated contract sum.

☐ **Progress claim receipts**
Match each payment to its approved stage.

AT HANDOVER

- ☐ **Occupancy certificate**
Required to live in the home legally.
- ☐ **Final inspection certificate**
From your building surveyor.
- ☐ **Electrical compliance certificate**
Required.
- ☐ **Plumbing compliance certificate**
Required.
- ☐ **Gas compliance certificate**
If applicable.
- ☐ **Termite protection certificate**
Specifies the system used and the refresh date.
- ☐ **Appliance warranties and manuals**
One file per appliance.
- ☐ **Builder warranty**
Statutory warranty period stated.
- ☐ **As-built plans**
Final plans with any changes shown.

POST-HANDOVER

- ☐ **Defects logs and email replies**
Every submission and rectification confirmation.
- ☐ **Maintenance receipts**
Service records protect warranty claims.
- ☐ **DLP end date confirmation**
In writing.

IF SOMETHING IS MISSING

How to chase a document you have not been given

Email the builder requesting the document by name and date. If they do not respond within 7 days, follow up and copy in anyone senior at the builder. For compliance certificates, you can request them directly from the certifier or the relevant authority.

Name each file with the date and what it is, not DOC_final_v3. In two years you will be searching for it in a hurry.

KEEP GOING

yourbuildmentor.com.au