



CHOOSE TO BUILD WITH YOUR GUYS OR OURS, THE BEST VALUE BUILDER ALWAYS WINS!

STEP 1 PRE-TENDER MEETING

- Meet at HBA to review your specification doc and discuss any final changes to plans.
- Client may nominate 3 builders of their own, who will be asked to join tender panel*.
- Client may choose to have HBA submit for planning approval at this stage.

STEP 2 INITIAL TENDER GOES OUT

- Documents are prepared based on clients initial specification and all chosen options.
- Tender docs are then sent to selected builders who are given 2 weeks to provide their quote.
- HBA will monitor process and review docs prior to presentation to client at HBA.

STEP 3 INITIAL TENDER REVIEWS

- Builders quotes are reviewed at HBA with client and used to shortlist most suitable builders.
- Initial quotes are not exhaustive but are sufficiently detailed for comparison at this stage.
- Clients discuss their options with HBA and adapt the quoted options to meet their budget.

STEP 4 MEET SHORTLISTED BUILDERS

- HBA chair meetings to discuss project with a person of responsibility from the top 3 builders.
- Ask builders any questions you may have about their company, their quote and all inclusions.
- Client and HBA discuss the final list of options so builders can update their quote.

STEP 5 FINAL NEGOTIATIONS

- Clients review updated quotes from shortlisted builders to approve price.
- Builders are contacted by HBA for any further possible negotiated reductions.
- HBA review documentation and pricing with the client to confirm final builder selection.

STEP 6 READY TO SIGN PPA

- Check out chosen builder testimonials and speak directly with their current and past clients.
- HBA arrange site visits for you to relevant sites to ensure builders quality is to your liking.
- Congratulations you're ready to sign PPA and HBA create your unique 3D video walkthrough.



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Gain the **HOME BUILDERS** advantage. Don't give an **ADVANTAGE** to the builder!

1. Builder must accept HBA terms and conditions
2. Builder to agree to undergo HBA financial checks
3. Builder to provide former client and credit referalls
4. Client may request contracts to be signed post pre-start
5. Client may provide finance approval post pre-start
6. Builder must fix and work to agreed fair margin %
7. Builder may not increase builders margin post PPA
8. No variation fees accepted - pre and post final plans
9. Client may nominate own trades inc earthworkers
10. Client may nominate demolition company if required
11. Client may supply item for builder to install within reason
12. Builder must prepare quote using HBA specification
13. Builder must quote on HBA documentation
14. All quotes to be broken down as per HBA request
15. Builder must lock in all known siteworks at PPA
16. Builder make reasonable allowance for engineering
17. Builder must allow for site access and storage
18. Builder must allow HBA to procure DA if required
19. Builder must allow HBA to prepare working drawings
20. HBA and client retain copyright at all times inc WD's
21. Onsite meeting with electrician and client prior to start
22. Onsite meeting with tiler and client prior to start
23. Meeting with cabinet maker and client prior to start
24. Client access to manager for conflict resolution
25. HBA access to senior manager throughout process
26. Builder must allow access for HBA building inspector
27. Client direct access to supervisor during construction
28. Reasonable access to site for client during construction
29. Handover meeting with HBA & inspector in attendance

**AS A CLIENT NOMINATED BUILDER WE ACCEPT
THE HOME BUILDERS ADVANTAGE
TERMS & CONDITIONS**

BUILDERS NAME:

SIGNATURE.....



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