



SHAPE
homes

CONSTRUCTION
INFORMATION

www.shapehomes.com.au

And now it begins....
Construction of your new home.



CONSTRUCTION PHASE

Now that your file has been transferred to construction you will be given a dedicated Project Manager who will be looking after your build. A site start date will be issued to you along with your Project Managers contact details. This date is when works will commence on site and is the beginning of your construction period as noted in your HIA contract. While your home is under construction our Project Managers will contact you at each milestone to give you an update on how the build is tracking. Your Project administrator will still be there to help should you need any further assistance.

We know this is a very exciting time for you and your family, seeing your dream home come together however there are some rules that we request are followed during construction. These rules are in place to protect both yourself and Shape Homes.

Building sites are a hazardous place to be so in the interest of Occupational Health and Safety unaccompanied access to the site is not permitted. If access is required for a particular reason such as your lender would like to inspect for payment of a stage, or should you wish to view the progress of your build, please contact your Project Manager to make arrangements.

Please be aware that if you, or any member of your family or friends attend the site while works are in progress, a Shape Home employee or subcontractor has the right to ask you to leave the site. We also advise that visiting the site on a weekend or at night is not permitted.

Your home will be built in accordance with the signed contract and final plans and all trades will be managed by your Project Manager. If you have any questions or concerns, please contact your project manager for assistance.

PROGRESS PAYMENTS

At the completion time of each stage you will have 7 days to make payments and you will need to ensure that your Lender is involved without delay. Late payments can result in (interest) and in some extreme cases, stop construction until payment of any arrears has been received. Please refer to Schedule 1, item 8 of your HIA Contract.

For your peace of mind, Shape Homes carries out 5 Star Independent Inspections by Qualified/Certified and highly experienced professionals.

These inspections will be carried out on the following stages: -

- Pre Slab
- Steel (slab)
- Frame
- Practical Completion
- Final Quality Assurance prior to Settlement



BASE STAGE

The base stage is completed when the concrete slab has been poured. Some of the things that take place during this stage include but are not limited to:

- Installation of temporary fencing and Shape Homes site sign
- The bin and site toilet will be delivered.
- Water tapping installation by the relevant water authority
- Site excavation and set out
- Sewer drains and storm water pipes laid
- Underground electrical connections
- Slab preparation and concrete slab pour

Once the base stage has been completed, you will be issued with your Base Stage Invoice for payment.

FRAME STAGE

Some of the things that take place during this stage include but are not limited to:

- All walls will be marked out in accordance with the final drawings by the framing carpenter on the concrete slab
- Construction of all walls including installation of lintels, studs, noggins and beams
- Bracing
- Delivery of installation and roof trusses

The invoice for the frame stage will be issued to you for payment.

LOCK UP STAGE

At this stage, the home's external wall cladding and roof covering is fixed. The flooring (to first floor) is laid and the external doors and external windows are fixed (even if those doors or windows are only temporary).

Some of the things that take place during this stage include but are not limited to:

- Fascia and gutters will be installed
- Roof laid
- External wall wrap installed around the home (this seals and weather protects the interior of the home)
- Plumbing and electrical rough-ins installed
- Roof flashings installed as required
- Bath hobs are constructed (specific to house type)
- Solar panel (HWS)
- Brickwork laid
- Insulation

Please note: Whilst rough-ins are being installed at this stage, these do not need to be completed for Shape Homes to claim the Lock Up. Once Lock Up has been completed, the invoice will be sent to you for payment of this stage.

FIXING STAGE

Activities that form part of the Fixing Stage, may have commenced during the previous stage.

Some of the things that take place during this stage include but are not limited to:

- Plasterboard is installed – including hanging, patching and sanding of sheets and installation of cornices or square set finishes where specified
- Doors, architraves and skirting
- Kitchen cupboards, ensuite and bathroom vanities are installed. Stairs installed if double storey
- All architraves and skirting boards are installed. Any internal cladding, doors, trough cabinets and any cupboards will be fitted in position at this stage
- Note: this excludes any shelving in robes, linen and pantry cupboards and any stone benchtops (where applicable), garage doors, kitchen sinks and bathroom basins where contracted (Refer to your HIA Contract)

Please also note: In some cases, it is not uncommon for the installation of the plasterboard to take place at the same time and stage of brickwork laying once all rough-ins are completed and external wall wrappings are weather tight. This is what we refer to in the industry as "Reverse Building".



COMPLETION STAGE (FIT-OFF)

During the Completion/Fit off Stage, the following will take place:

- Internal and External painting.
- Tiling to Kitchen, bathroom, ensuite and laundry, splashback.
- Installation of shower screens and mirrors where applicable.
- Shelves to pantry, linen and robe cupboards.
- Reconstituted stone benchtops.
- Garage door/s.
- Fit off for:
 - Security (if applicable).
 - Final fit off by carpenter includes internal door furniture, toilet paper holder, towel rails etc.
 - Plumbing fit off includes connection of kitchen sink, ensuite and bathroom vanities and shower and bath fit offs.
 - The electricians will fit off all the lighting switches, power points & light fittings.
 - House clean.
 - The final site clean will take place where rubbish is removed and excavation will take place for the driveway and path.
 - Concrete driveways and path and front landscaping will be completed).
 - **Please Note:** Due to a high incidence of theft from building sites, appliances will be installed on or after settlement has taken place at an agreed date. This will include the cooktop, rangehood, wall oven, hot water service and split system air con units.
 - **You will need to allow to be home for one full day when appliances are to be installed and must be installed within 7 days of settlement.**

At this stage of the process Shape Homes engages an independent quality assurance inspector to conduct an inspection once your home reaches Practical Completion.

Applications are made for your certificate of occupancy and once this is received you will be sent a copy along with your Final Invoice. It is important you forward these two items onto your bank/lending body as soon as possible to allow them enough time to conduct a valuation on your home.



SETTLEMENT



The time is finally here, your settlement date is not too far away. Your Project Manager will contact you to make arrangements for settlement and handover of your home.

1. Your Project Manager will meet you at your new home and the PCI (Practical Completion Inspection) is carried out. A list of defects (if any) which has been agreed upon by you and the Shape Homes representative is created.

Shape homes anticipate between 7-14 days for these items to be rectified.

2. At your PCI inspection you and your Project Manager will arrange a date for settlement.
3. The Final Payment options are:
 - Bank Cheque in favour of Shape Homes Pty Ltd.
 - Direct Debit. If your bank/lender pays the funds electronically into our account, we must see the funds in our account before settlement can take place, which can take up to 3 days.

Please Note: Credit cards and personal cheques will not be accepted for any part of the final payment and settlement cannot take place until the final payment has been received.

4. It will be your responsibility to organise for full insurance on your home from the day of settlement.
5. Once all payments have been received you will be provided the keys to your new home.

You will receive a settlement pack which will contain all your compliance certificates on USB, keys and remotes. It will be a good idea to keep these in a safe place for future reference.



SERVICES/UTILITIES

GAS

The gas meter will be installed towards the end of construction. It is generally located at the front of your property. The account will be put into your name and you will be responsible for any bills issued once the meter is installed.

If there is a fault with the gas supply, a licensed plumber must be engaged to find and fix the fault.

There is a tap on the gas meter which can be turned off, should you need to stop the supply of gas to the property.

WATER

When the land is transferred into your name, the water authority will be informed and the Water Account will be opened in your name. You will be responsible for any bills that are issued during construction. Like the gas meter, your water meter is located at the front of your property.

This meter also has a valve (tap) which will allow you to turn off the water to your property, should you need to.

Again, a licensed plumber must be engaged to find and fix any fault.

ELECTRICITY

All electricity usage will be paid by Shape Homes during the construction phase of your home.

The electricity is supplied by AGL or Energy Australia and upon settlement, the account will be transferred into your name. Please note that you will not be contracted to stay with the energy retailer if you do not wish to do so.

Please contact AGL 131 245 or Energy Australia on 133 466 to discuss your account and advise them that you built a new home with Shape Homes. They will be able to assist you with accounts queries.

On behalf of the team Congratulations & Thank You for choosing Shapes Homes to build your home.

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More details available on our website or contact our office on (03) 7002 5800