

**ADD VALUE**  
RENOVATIONS

PRE-BUILD CHECKLIST

# Building Contract To-Do List.

Step-by-step checklist of items both the Owner and Builder need to complete before construction begins. Use this alongside your AVR Pre-Build pack to keep the job on track.

DOCUMENT TYPE

Owner Checklist

PHASE

Pre-Construction

ISSUED BY

Add Value Renovations Ltd

**Add Value Renovations Ltd**

G/f, 110 Carlton Gore Rd, Newmarket, Auckland  
09 393 5658 · [addvaluerenovations.co.nz](http://addvaluerenovations.co.nz)

*Add Space.  
Add Comfort.  
Add Value.*

## REGISTERED MASTER BUILDER'S TO DO LIST

**NOTE: THIS INFORMATION DOES NOT FORM PART OF THE BUILDING CONTRACT**

**For RMB's Use Only** (*this To Do List does not form part of the Building Contract; however, the RMB should use this list to check that the Building Contract has been properly entered and that important forms are used*).

It is a requirement of the Building Act 2004 to provide a copy and/or draw the Owner's attention to the "Checklist" and the "Disclosure Information" documents (before signing this Building Contract).

### **Before Signing the Contract** (please tick box to confirm)

- Have the parties agreed the basis upon which any preliminary work is to be done (refer to Documents Pack for an example of an "Agreement for Preliminary Work")?
  - Has the Checklist (as required by Building Act regulations) been provided (refer to Documents Pack for a "Checklist")?
  - Has the Disclosure Information (as required by Building Act regulations) been provided (refer to Documents Pack for an example of a "Disclosure Information" form)?
  - Is finance in place?
  - Have the parties resolved what insurances are required, and have they contacted their insurers?
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### **When Signing the Contract** (please tick box to confirm)

- Are you using the correct contract (New Build version OR Additions & Alterations version)?
  - Has an Expected Start Date been identified and entered?
  - Has an Expected Completion Date been identified and entered?
  - Have invoicing arrangements been entered?  
What payment method has been selected?
    - Staged payments
    - Progress payments
    - Charge-up payments
    - Other
  - Have Owners signed the Building Contract Agreement which includes the acknowledgment that they received the Checklist and Disclosure Information?
  - Have any Amended and Additional Clauses been recorded and inserted?
  - Are agreed insurance policies in place?
  - If the Owner is a Company, has a signed Guarantee of Company Directors been provided?
  - Has an application or waiver for a Master Build Guarantee been completed and submitted?
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### **During the Contract** (please tick box to confirm)

- Have all variation agreements been committed to writing (refer to Documents Pack for an example of an "Agreement for Variation to the Works" form)?
- Has written notice been provided of any changes to the Expected Completion Date (refer to Documents Pack for an example of a "Notice to Owner from Registered Master Builder of Change to Details Arising Under the Building Contract" form)?
- Has written notice been provided of any changes to the Contract Price (refer to Documents Pack for an example of a "Notice to Owner from Registered Master Builder of Change to Details Arising Under the Building Contract" form)?

**At Practical Completion** (please tick box to confirm)

- Has a Notice of Practical Completion been completed (refer Documents Pack for an example of a "Notice of Practical Completion" form)?
- If the RMB is acting as a residential property developer or a commercial on-seller, and the purchaser of the property is to move in before CCC, have they entered into a written agreement as required by the Building Act 2004 (refer to Documents Pack for an example of an agreement form)?
- Has the RMB provided the Owner with documentation setting out ongoing maintenance requirements?
- Has the RMB provided the Owner with copies of any guaranties or warranties?
- Has the RMB provided the Owner with copies of any insurance policies that remain applicable?