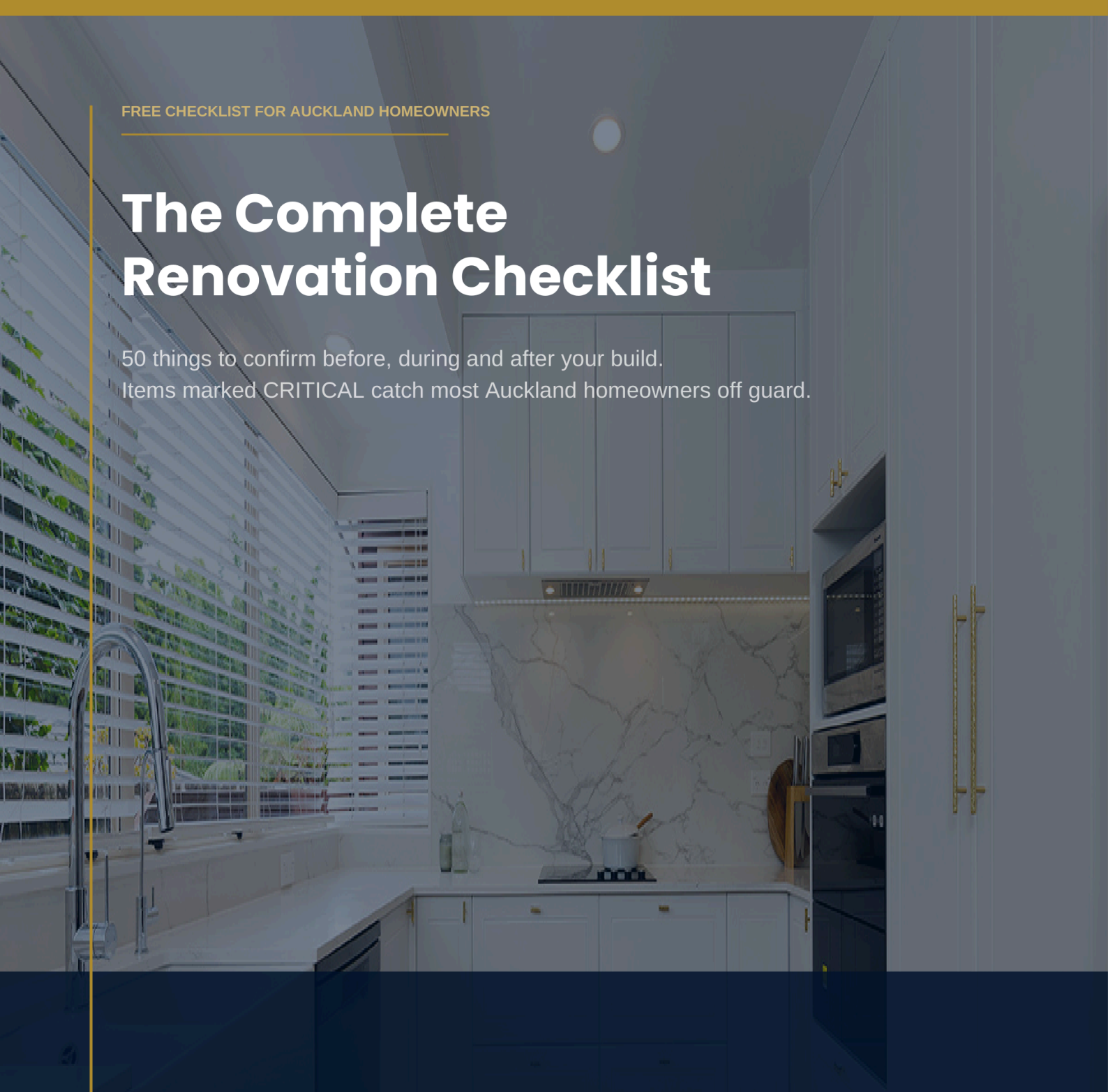
FREE CHECKLIST FOR AUCKLAND HOMEOWNERS

The Complete Renovation Checklist

50 things to confirm before, during and after your build.
Items marked CRITICAL catch most Auckland homeowners off guard.



ADD VALUE RENOVATIONS

addvaluerenovations.co.nz · 09 393 5658 · Remuera, Auckland

Print this checklist and work through each section as your renovation progresses. Items marked CRITICAL are drawn from real problems we have seen on Auckland renovation projects — do not skip them.

PART 1 — BEFORE YOU SIGN ANYTHING

- ☐ Define your renovation scope in writing CRITICAL
  List every room, every change, every finish. Vague briefs lead to vague quotes and disputes.
- ☐ Set a total budget including a 15% contingency buffer CRITICAL
  Add 15% to your target budget for the unexpected. It will be used.
- ☐ Confirm which consents your project requires CRITICAL
  Check with Auckland Council or your builder — the answer surprises most homeowners.
- ☐ Get a professional QS report with full breakdown for the project
  A QS report gives a detailed line-by-line cost breakdown before you commit — far more reliable than comparing quotes.
- ☐ Verify every builder's LBP registration on lbp.govt.nz CRITICAL
  A two-minute check every homeowner should do before signing anything.
- ☐ Request current insurance certificates from each builder CRITICAL
  Public liability and contractor's all-risk. Do not accept verbal assurance.
- ☐ Speak to at least two references per builder
  Ask: "Would you use them again?" and "Were there any surprises?"
- ☐ Review the contract with a lawyer for projects over $100,000 if the contract is not from Master Builders or a recognised professional association CRITICAL
  A professionally drafted contract provides strong baseline protection. Independent review adds another layer for large projects.
- ☐ Confirm the payment schedule is milestone-based CRITICAL
  Never pay ahead of completed, verified milestones.
- ☐ Understand what happens contractually if costs increase CRITICAL
  This must be defined in writing. Verbal assurance is not protection.
- ☐ Clarify who applies for building consent — you or the builder
  And who pays the council fees.
- ☐ Request a written project programme before signing
  A professional builder can provide a week-by-week programme.
- ☐ Notify your home insurer before work starts CRITICAL
  Your policy may be void or require amendment during construction.
- ☐ Arrange temporary accommodation if required
  For full home renovations, plan your move-out well before work starts.
- ☐ Order all selections before demolition begins CRITICAL
  Late selections cause delays and variations. Order everything before work starts.

PART 2 — DURING THE BUILD

- ☐ Confirm building consent is approved before site work starts CRITICAL
  No consented work should begin before written approval is received.
- ☐ Attend the site start meeting with the project manager
  Confirm scope, programme, communication process and site rules.
- ☐ Confirm all verbal decisions in writing by email CRITICAL
  Every conversation affecting scope or timeline needs a written record.
- ☐ Review and sign variation quotes before work proceeds CRITICAL
  Never allow variation work to start without written sign-off from you.
- ☐ Release payments only when milestones are verified complete CRITICAL
  Walk the site — or get written confirmation — before releasing funds.
- ☐ Request weekly written progress updates
  If your builder does not send them, ask every Monday morning.
- ☐ Visit the site at key stages (with notice)
  Pre-waterproofing, post-frame, pre-lining. Catch issues before they are covered.
- ☐ Photograph progress at critical stages
  Pre-line, post-line, before tiling. These photos protect you.
- ☐ Confirm waterproofing is inspected before tiles go on CRITICAL
  Waterproofing must be inspected and certified — mandatory.
- ☐ Track all required building inspections CRITICAL
  Foundation, frame, pre-line, final. Ask for copies of inspection certificates.
- ☐ Monitor the programme against the agreed timeline
  If you are two weeks behind at the midpoint, raise it immediately.
- ☐ Verify finishing materials match the specified items
  Wrong tile batch, incorrect hardware. Catch this during installation.
- ☐ Do not make major decisions under time pressure
  Rushed selections cause regret. Ask for time if you need it.
- ☐ Keep all documentation in one dedicated folder
  Quotes, variations, emails, inspection certificates — all in one place.
- ☐ Flag any concerns in writing as they arise
  Do not save up concerns. Address them promptly and in writing.

PART 3 — COMPLETION & SIGN-OFF

- ☐ Complete a formal walkthrough before paying the final invoice CRITICAL
  Do not pay the final invoice until you have done a thorough inspection.
- ☐ Document every defect in writing before sign-off CRITICAL

A written punch list with photos — shared with the builder by email.

- [ ] Confirm the Code Compliance Certificate (CCC) has been applied for CRITICAL
  The CCC confirms work complies with the building consent.
- [ ] Collect all product warranties in writing CRITICAL
  Appliances, waterproofing, joinery — every warranty, in writing.
- [ ] Obtain the builder's written workmanship warranty CRITICAL
  Separate from product warranties. Minimum 12 months.
- [ ] Confirm Master Builder Guarantee is registered (if applicable)
  Covers defects, incomplete work, and builder insolvency.
- [ ] Request as-built drawings if the layout changed
  Required for future consents. Useful for any future work.
- [ ] Update your home insurance with the new valuation CRITICAL
  Renovation increases replacement value. Update your sum insured.
- [ ] Notify Auckland Council of completed building work
  Rate valuations are updated when consented work is completed.
- [ ] Test every system, fitting and appliance at handover
  Every tap, light switch, appliance, door and window — tested.
- [ ] Get a direct contact number for defect reporting
  A named person, not "the office."
- [ ] Note your defects liability period end date CRITICAL
  Typically 12 months from practical completion. Diary it.
- [ ] Take final photographs of every room
  Baseline photos for future insurance claims or maintenance.
- [ ] File all documents — contract, consents, warranties, CCC
  One complete file for the property. Keep it permanently.
- [ ] Leave a Google review for your builder
  If the experience was good, a review helps other Auckland homeowners.

> About Add Value Renovations: Master Builder, Gold Award 2025, design-and-build specialist based in Remuera, Auckland. 200+ completed renovations. Fixed price. Master Builder Guarantee. addvaluerenovations.co.nz · 09 393 5658