

FACTORY & SHOWROOM
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SHOWROOM
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Contract Signing Check List

- 1. Confirm that drawings are clear, correct and understood**
- 2. Confirm component colours, roof, beams gutters etc.**
- 3. Confirm if Bushfire Area and gather required information.**
- 4. Confirm council requirements – Complying or Full D.A.**
- 5. If Park or Village based, confirm if a Compliance Plate is required to be fixed to the structure**
- 6. Confirm stormwater drainage requirements**
- 7. Confirm any extras or options**
- 8. Confirm pricing on contract is correct**
- 9. Confirm payment methods and when payments are due**
- 10. Confirm that requested deposit is within legal limits**
- 11. Sign Contracts (both partners if house in joint names)**

Documents Required to Proceed

- 1. Copies of House Plans (Block Plan and Elevations)**
- 2. Copy of letter of approval and permission to proceed from Park or Village Management.**
- 3. Copy of relevant Council Development Application Form**
- 4. Copy of Private Certifier Application Form**
- 5. Copy of last rate notice if submitting as a Complying Development.**
- 6. Signed Copy of Contract**
- 7. Signed copy of Drawings showing proposed additions**
- 8. Deposit**