

## Residential Builders' Warranty Insurance

### Eligibility Criteria and Checklist

- Sole Traders, Partnerships, Companies including Builders operating under a Trust Structure
- Builders requiring individual policies for the following contracts:-
  - Single Dwelling - Contract / Speculative / Display
  - Unit /Duplex - (3 or less dwellings on the one site)
  - Multi Unit Developments - (3 or more dwellings on the one site)
  - Structural Improvements
  - Non Structural Improvements

**NOTE: BUILDERS INTENDING TO APPLY FOR CONTRACTS FOR MULTI UNIT DEVELOPMENTS (3 OR MORE DWELLINGS ON THE ONE SITE) OR APPLY FOR CONTRACTS TENDERED TO ARCHITECTS, WILL NEED TO PROVIDE GENERAL TECHNICAL REFERENCES AS SET OUT IN SECTION 4 OF THE APPLICATION FORM.**

### Builder's Checklist

- Application fee of \$110.00 made out to Savill Hicks Corp – turnaround time min 1 week  
Or \$440.00 for "Express" turnaround time (48 hours)
- Original application form must be complete with no missing information, signed and dated
- Copy of your current Builders licence /Registration (Extract from the licensing body), please also provide licence details for any other Directors/Partners/Construction Managers etc associated with the business
- Signed copy of Trust Deed(s) if applicable
- Full and final Financial Statements (profit and loss statement with trading statement, balance sheet and notes to accounts) for the last (2) two financial years as prepared by your external Accountant and signed by the directors as being true and correct – Please provide only if trading as a Company or Trust
- 2010 Interim financial Statements (if applicable as full and final Financial Statements are older than nine months) – Please provide only if trading as a Company or Trust
- 2008, 2009 & 2010 Full Tax Returns, prepared by your Accountant, if trading as a Sole Trader or Partnership (please note that the Notice of Assessment is not accepted)
- Copy of Annual Council Rates Notice or the Council Rates Instalment Notice for all the properties listed in the Statement of Personal Assets and Liabilities
- Copy of current or previous Warranty Eligibility showing approved limits
- General Technical References (if applicable)
- Architect(s) References (if applicable)
- Builder CV/Resume showing past history/building experience
- Bank statement confirming cash at bank as noted on the Assets & Liabilities statement