

CHECKLIST

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HOMEOWNERS PRE-BUILDING TASKS

Have you.....	Yes	No	To do by Date	Date Completed
Confirmed budget and finance?				
Chosen the site? (the land to be built on)				
Obtained a Project Information Memorandum (PIM), Land Information Memorandum (LIM) or Geotech Report?				
Completed the land sale and purchase agreement?				
Adequately briefed your Building Company, Designer, or Architect?				
Approved concept/design drawings?				
Had working drawings and materials specifications prepared?				
* Accepted preliminary estimates of building costs?				
Applied for Resource Consent?				
Received Resource Consent?				
Priced materials or services that you are responsible for?				
Secured all the required finance for the project?				
Organised a Valuer? (if required)				
Received your Building Consent?				
Received a Payment Schedule?				
Satisfied your insurance requirements?				

* It's imperative that you get estimates turned into quotes. After all, estimates are only someone's best guess at what your project will actually cost. A quote however is usually all of the materials and labour priced at current market rates and will give you the figure that best indicates the actual cost of your project. Work needs to be quoted by a relevant professional in order for it to be accepted by your Guarantee. Therefore ensure that the prices quoted are from professionals, Building Companies, Architects, or Quantity Surveyors, and where possible ask for fixed price contracts.