



## House Removals – A Buyers Guide

	Stage	Busby House Removals Actions	Customer Actions	Costs
Initial	Introduction to Busby House Removals housing range	Review of Customers requirements	Provide input on the numbers of bedrooms and the style of house you desire	No Charge
	Customer Indicated preferred house and provides site information	Review of the title and easements is undertaken	If possible bring in to Busby House Removals a copy of the title and any site photos	No Charge
Ready to Go	Quotation	Busby House Removals will provide on detailed quotation and an options list and preliminary agreement. If further design revisions are required a small fee will be charged	Review quotation and outline options to be included	No Charge
	Resolve all outstanding design issues	Finalise design details of home including the selection of all internal and external finishes and colour choices	Chose finishes and colours and advise on final changes to the drawings and site plan	No Charge
	Prepare and issue standard HIA Housing Contract	The selected inclusions and costings are finalised in a detailed contract specification together with detailed drawings. A staged payments schedule is also provided at this stage	Following review the customer needs to sign the contract document and pay the initial 5% deposit less the \$2000 preliminary deposit	5% of the contract sum is required
Contract & Permits	Planning permit	Once the contract is signed Busby House Removals will issue 3 sets of planning drawings to the client	Time to lodge your planning application including drawings with the local council and pay the local council the required planning fee	Planning and Plumbing permit payment to the local council. Any site related bonds



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Building	Building permit	Once the planning permit has been reviewed Busby House Removals will organise the building permit using a private building surveyor	None required No Charge
	Site Works	Busby House Removals install footings on your	Last chance for customer to ensure appropriate access for truck to deliver house to site. Designate the front corners of dwelling with pegs on site. Staged progress payments
Delivery	House delivery & installation	Your house is delivered to site. Installation is usually completed within one to two weeks. Any additional site works are undertaken at this time	Watch your new home being installed on your block Staged progress payments
	Final inspection & house handover	Busby House Removals and customer undertake final inspection and Busby House Removals rectifies any defects. House is handed over to client	Busby House Removals and customer undertake final inspection together. Customer prepares to take ownership of home Final payment is required on handover of house
	Client subcontractors	Busby House Removals provides the building surveyor with compliance certificates from customer and a Certificate of Occupancy is issued	Once all services have been connected customer provides Busby House Removals with all relevant compliance certificates No Charge