



BSA RENOVATION, EXTENSION AND REPAIR CONTRACT

CONTRACT INFORMATION STATEMENT

(This document is not part of the contract but should be read before you sign it, or at least before the 'cooling-off' period expires, as it provides helpful general information about your contract and the building process)

DISCLAIMER:

This Contract Information Statement contains information of a general nature and is to be read in conjunction with the BSA Renovation, Extension and Repair Contract or other contracts for the renovation, extension or routine repair of a home. It is not to be used with contracts for the construction of a new home.

Nothing in this Booklet should be interpreted or relied upon as providing specific legal advice. For advice on particular circumstances, especially contractual matters, you should consult a practising lawyer.

CONTRACT INFORMATION STATEMENT FOR BSA RENOVATION, EXTENSION & REPAIR CONTRACT VERSION 1 – AUGUST 2011

This document is to be read in conjunction with a contract for renovation, extension or repair of a home or associated domestic building work.

This Statement is approved by the Building Services Authority (BSA) pursuant to section 99(1) of the *Domestic Building Contracts Act 2000* (the 'DBC Act') as satisfying the requirements of a Contract Information Statement for the purposes of the DBC Act.

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BSA recommends you read this Information Statement carefully BEFORE paying a deposit or signing the accompanying contract.

PURPOSE OF THIS INFORMATION STATEMENT

The *Domestic Building Contracts Act 2000* (the 'DBC Act') requires a building contractor performing 'domestic building work' with a contract price exceeding \$3,300 to provide the homeowner with a written 'Contract Information Statement'. The Statement must contain general information about the contractual process and related matters, including the rights and duties of homeowners and building contractors under contracts regulated by the DBC Act, and dispute prevention and resolution procedures.

PRE-CONSTRUCTION

BSA LICENCE

Queensland legislation requires that all builders, building designers and most trade contractors must be licensed by the BSA to carry out building work (there are a few exceptions e.g. electricians who have their own licensing system). For your own protection, you should **only deal with someone who has an appropriate BSA licence**. Dealing with an unlicensed contractor may leave you without the protection of the Queensland Home Warranty Scheme.

Ask to see the Contractor's Licence Card!

You can confirm, free of charge, if the contractor's licence is current and appropriate for your particular project by phoning 1300 272 272 from anywhere in Queensland or by visiting the Online Licence Search on the BSA website at www.bsa.qld.gov.au.

NOTE: In addition to licence details, you can also obtain from the Online Licence Search details of the contractor's past performance including the number and value of BSA-insured projects the contractor has completed in recent years and information regarding any action taken against them by the BSA or the Queensland Civil and Administrative Tribunal (QCAT).

WHAT WORK DOES THE DBC ACT COVER?

Generally, all domestic building work with a contract price exceeding \$3,300 (including labour, materials and GST) is regulated by the DBC Act.

The term 'domestic building work' is very broadly defined under the DBC Act and includes the following activities:

- the erection or construction of a detached dwelling (including a single detached dwelling or duplex), or associated work;

- the renovation, alteration, extension, improvement or repair of a home (including a single detached dwelling, duplex or home unit), or associated work;
- removal or resiting of a detached dwelling intended to be used as a residence, or associated work;
- other associated work including landscaping, paving and the erection or construction of any building or fixture associated with a detached dwelling or home such as a garage, carport, retaining structure, driveway, fence, workshop, swimming pool or spa;
- the provision of services or facilities (e.g. lighting, heating, ventilation, air conditioning, water supply, sewerage and drainage) relating to the erection or construction of a detached dwelling or the renovation, alteration, extension, improvement or repair of a home; and
- site work relating to any of the domestic building work referred to above.

CONTRACT CHECKLIST

If your project comprises domestic building work regulated by the DBC Act (i.e. almost any domestic building work with a contract price exceeding \$3,300), your agreement with the contractor must be recorded in a written contract as soon as practicable (but within 5 business days) after it is entered into and before work commences.

You should carefully read and ensure that you fully understand the contract before signing it. It is important to obtain formal legal advice regarding any contract provisions which you don't understand or are concerned about. The DBC Act sets out a number of requirements concerning the form and content of the contract.

NOTE: The BSA Renovation, Extension and Repair Contract meets these requirements.

Before signing any contract you should check it carefully to ensure that:

- it is in English and is readily legible;
- it includes a detailed description of the subject work;
- it displays a conspicuous notice advising the building owner of the rights the owner may have to withdraw from the contract under the cooling-off provisions of the DBC Act;
- all agreed terms have been incorporated into the written contract;
- all relevant statutory warranties are included in the contract (these statutory warranties are summarised later in this Information Statement);
- it includes the names and addresses of all parties to the contract and the precise location of the subject work, including a lot-on-plan or similar description;

- the contract states whether or not the building owner is a 'resident owner' (i.e. intends to live in the building within 6 months of completion of the contracted work);
- the building contractor's licence number is stated;
- the date the subject work is to start, or how the date is to be decided, is stated;
- if the starting date is not yet known, the contract must state that the building contractor will ensure that the work starts as soon as is reasonably possible;
- the contract states the date the contracted work is to be finished or, if the start date is not yet known, the number of days required to finish the work once it is started;
- allowances made by the contractor for any likely delays (e.g. for non-working days, inclement weather, etc.) are detailed;
- the contract price and payment provisions (including the deposit and progress payments, if any) are clearly stated and in agreement with relevant DBC Act provisions;
- if the contract price is subject to change, there must be a warning located near the contract price referring to any clause in the contract which may have the effect of changing the contract price;
- any provisional sums or prime cost items are listed on a separate schedule;
- key technical words or phrases used in the contract are defined;
- it includes appropriate plans and specifications if these are required for the subject work; and
- if the contracted work includes or alters, or may adversely affect, footings or a concrete slab for a building, the contractor must obtain appropriate 'foundations data' (including soil tests, contour surveys and other geotechnical information). Where foundations data is required for the work, the contractor must provide the homeowner with a copy of this information on payment of costs, unless the owner already has a copy or the contractor reasonably believes the owner has a copy.

WARNING – 'SPECIAL CONTRACTS'

The contract formats listed below involve added responsibility and risk and reduced BSA home warranty protection for homeowners. **The BSA strongly recommends you obtain formal legal advice before agreeing to use either of these contracts for domestic building work.**

Construction Management Contracts

The main distinguishing feature of these contracts is that whereas under a normal domestic building contract you would sign a single contract with a builder who then contracts with trade contractors and manages and supervises their work on your behalf, under the construction management method in addition to engaging

a construction manager you will also be required to contract directly with a multitude of trade contractors (e.g. plumbers, carpenters, electricians, etc.) and you will ultimately be responsible for their performance. A breakdown in your construction management contract or one of the trade contracts may have a collateral impact on your other contracts, potentially leaving you exposed to delays and even legal action.

NOTE: The cover available from the Queensland Home Warranty Scheme is less comprehensive, especially for non-completion, under a construction management contract than it is for a normal domestic building contract.

For more details on the differences and risks associated with construction management contracts you should read the Contract Information Statement for Construction Management Contracts now available on the BSA website.

Cost Plus Contracts

The use of these contracts for domestic building work is prohibited under the DBC Act unless certain strict conditions set out in section 55 of that Act are met. **Cost plus contracts are especially dangerous for homeowners because of the total lack of certainty regarding the final cost of their project and the very high incidence of serious disputes associated with their use.** In addition, the BSA's ability to assist you in the event of a dispute is greatly reduced where a cost plus contract is involved, especially if the builder takes you to the Queensland Civil and Administrative Tribunal (QCAT) (e.g. for allegedly underpaying).

DEPOSITS AND PROVISIONAL ALLOWANCES

The deposit under the contract must not exceed 10% of the total contract price for contracts less than \$20,000. For contracts equal to or in excess of \$20,000, the deposit must not exceed 5%. Under the DBC Act these deposit maximums cannot be exceeded, even if both parties agree. If the contract includes prime cost items or provisional sums, the contractor is required to give you copies of any invoices or receipts evidencing their costs before seeking payment. All prime cost items or provisional sums within a contract must be recorded on a separate schedule which sets out the estimated cost of the item, the amount of the contractor's margin (either by percentage or actual amount), and the total amount for the item. This total amount is an estimate only. The final cost may be more or less than the allowance.

THE 'COOLING-OFF' PERIOD

The DBC Act provides homeowners with the protection of a cooling-off period. **Under section 72 of the DBC Act you are entitled to withdraw from the contract within 5 business days** of receiving from the contractor a copy of both:

- the signed contract; and
- a BSA-approved contract information statement appropriate for the contract.

If both of the documents are not received at the same time then the cooling-off period commences when you receive the second document.

If you don't receive a copy of both the signed contract and the contract information statement

Once the contract is made, the contractor has 5 business days in which to provide you with copies of both the signed contract and the information statement. If after the expiry of the 5 business days you have still not received your copies of both of these documents, then you may withdraw at any time after that.

NOTE: If the contractor later provides you with copies of both of these documents, you may still withdraw from the contract but you have only 5 business days from the date you received both documents in which to exercise this right.

If the contract doesn't contain a cooling-off notice

If the contract does not include a notice advising you of your right to withdraw during the cooling-off period, then **under section 74 of the DBC Act you may withdraw from the contract within 7 calendar days** of becoming aware that the contract should have contained a cooling-off notice.

NOTE: The BSA Renovation, Extension and Repair Contract does include a conspicuous notice advising homeowners of their rights under the cooling-off provisions.

When you may NOT withdraw under the cooling-off provisions

You may **not** withdraw during the cooling-off period if:

- you and your contractor had a previous contract on similar terms, for similar work, and relating to the same property; or
- you have received formal legal advice about the contract before entering into the contract; or
- you tell the contractor that you have received formal legal advice about the contract before entering the contract.

How to withdraw

You may withdraw from the contract under section 72 or section 74 of the DBC Act **by providing a notice in writing to the contractor** advising that you are withdrawing and **stating the section of the DBC Act (i.e. section 72 or section 74) under which the withdrawal is made.** You do not need to give a reason for your decision to withdraw. The notice may be:

- given to the contractor; or
- left at their address stated on the contract; or
- served on the contractor in accordance with any provision in the contract providing for service of notices.

An example of a Notice of Withdrawal is provided in the Consumer Guide associated with the BSA New Home Construction Contract on the BSA website.

NOTE: The BSA Renovation, Extension and Repair Contract, and some other industry contracts, impose time constraints on the contractor within which they must lodge plans and commence work on site once the plans are approved.

INSURANCE

Insurance of the work and site during construction

Contact your home property insurer before work commences to ensure that your existing insurance policy will be operative while the renovations are occurring, and to organise an endorsement to your current policy to allow for any increase in the property value following the work. You must also check with your contractor to ensure they have taken out the appropriate insurance (including for Contract Works and Public Liability).

Queensland Home Warranty Scheme

For almost all residential construction work valued at more than \$3,300, the Queensland Home Warranty Scheme provides protection to homeowners for non-completion, defective work or subsidence for up to 6 years and 6 months, provided a licensed contractor performs the work. Further details of the insurance cover are provided in the policy booklet.

The contractor is required to obtain home warranty cover from the BSA before plans can be approved by a Building Certifier. You should receive a Certificate of Insurance and a policy booklet from the BSA within approximately 2 weeks of payment by the contractor. If the Notified Contract Value shown on the Certificate of Insurance differs from that on your contract you should notify the BSA to amend your cover.

DURING CONSTRUCTION

PROGRESS PAYMENTS

If the contract price is to be paid by instalments (i.e. progress payments), **the payments should not be in advance of work progress** (i.e. when 50% of the work has been completed, you should not be required to pay more than 50% of the total contract price). Having agreed to a written progress payment schedule, stick to it and do not pay before the progress payment is required under the contract. **Pre-payment or over payment of contract instalments may reduce the protection available to you under the Queensland Home Warranty Scheme.**

VARIATIONS

A change to the original contract – which may involve an increase, decrease or substitution in the contracted work – is generally known as a 'variation'. Failure by the

homeowner or the contractor to fully document variations is a common cause of costly building disputes.

If you wish to request a variation, you should put your request in writing to the contractor. **The contractor must put any agreed variations in writing** as soon as practicable and, if the variation means additional work, it is to be done **before the variation work is carried out.**

The contractor must give you a copy of the variation document as soon as practicable but within 5 business days of when the variation is agreed to. An exception is where the variation is for domestic building work that is required to be carried out urgently and it is not reasonably practicable, in the particular circumstances, to produce a variation document before carrying out the work.

Requirements for a variation document

The DBC Act sets out the requirements for a variation document. The variation document must:

- be in English and readily legible;
- describe the variation;
- state the reason for the variation if sought by the contractor;
- give a reasonable estimate of any delay to the work which may result from implementing the variation;
- state any change in the contract price due to the variation or how the change is to be worked out;
- advise when the extra cost or refund for the variation will be paid or credited (**NOTE:** The contractor cannot require payment of any cost increase before the work involved in the variation is started); and
- be signed by the contractor and, if possible, by the homeowner.

If the contractor asks you to agree to a variation and it involves extra work, you are only liable to pay for that extra work if it is work the contractor could not reasonably have foreseen at the time of entering the contract. In any event, do not make any payment for a variation until the variation is in writing and has been signed by the contractor, and work has commenced on the variation.

BUILDING INSPECTIONS

If mandatory building inspections are required for your building project (if in doubt check with your local government Building Section or a Private Certifier), they must be carried out by either a local government Building Certifier or a Private Certifier or a competent person authorised by them. If the contractor has engaged the certifier, the contractor must provide you with a copy of each certificate of inspection as soon as practicable after they receive it from the certifier.

As soon as is practicable after the work is completed the contractor must also provide you with copies of other contract-related documents such as reports, notices or

orders issued by suppliers of services, including, for example, electricity, gas, telephone, water, or sewerage.

The primary function of these mandatory on-site building inspections is to ensure that the construction work complies with the approved plans and recognised building standards, including the Building Code of Australia (BCA).

NOTE: It is not the role of the certifier to ensure compliance with the terms or specifications of the contract, or to assess or supervise the quality of the work.

ACCESS TO THE SITE

The contractor is to be given control of and access to the building site to carry out the contracted work. The **building owner** (or a person authorised by the building owner) is **entitled to reasonable access to the site** to view the work under the contractor's supervision **but must not interfere with the carrying out of the contracted work.** If you, as building owner (or your representative), interfere with the contracted work in exercising your right of access you may become liable for any additional costs or delays which result from your interference.

If you are going to live at the site of the contracted work within 6 months of completion, then you are a 'resident owner' under the DBC Act and your contractor has no right to lodge a caveat over your land.

DISPUTE PREVENTION

There are many causes of disputes between consumers and contractors. Apart from faulty workmanship, the most common causes relate to poor communication and inadequate documentation. Both parties must accept responsibility for this.

A key step in preventing disputes is to **ensure that you carefully read and fully understand the contract before signing it.** Do not hesitate to seek formal legal advice if you are uncertain or have concerns about any of the contract provisions. **Make sure that the contract documents, including any plans and specifications, fully detail all aspects of your agreement with the contractor** regarding the building work to be performed. Maintain good communication with the contractor and monitor the progress of the work while being careful not to interfere. Record brief details and dates of all meetings and significant conversations with the contractor and key events which occur in relation to the work. Always date and retain a copy of all correspondence with your contractor (especially correspondence regarding payments, variations and problems).

NOTE: To protect your rights if a dispute does arise, **it is very important that you keep copies of all contract documents** (including schedules, terms and conditions, any plans and specifications, forms, etc.).

QUALITY CONTROL

It is the responsibility of the contractor and the homeowner, working together, to ensure that the standard of quality and finish is acceptable. If you have specific requirements with regard to quality and finish these details should, as far as possible, be discussed beforehand with the contractor and written into the contract. The next step is to carry out regular inspections of the work with the contractor or contractor's supervisor. Try to give the contractor reasonable notice of your inspections to ensure they will definitely be on site to speak with you when you arrive.

If you lack the expertise or knowledge required, or are likely to be absent for much of the building work, you may consider engaging a suitably qualified and experienced Building Consultant to assist you in monitoring work progress and quality. Before engaging a particular consultant you should shop around. Be sure to compare not just their fees but also their qualifications, industry experience, track record (ask for and contact several past clients) and the range of services they offer.

LIQUIDATED DAMAGES

Most industry contracts (including the BSA New Home Construction Contract and the BSA Renovation, Extension and Repair Contract) include a provision for 'liquidated damages'.

This term refers to an amount per day written into the contract by the owner before signing that is to compensate the owner for any costs/losses they are likely to suffer if the work is not completed by the contractor within the time allowed for in the contract. **Normally liquidated damages would only be relevant to fairly major renovations and extensions, especially those affecting occupancy of the property.**

The appropriate amount of liquidated damages will depend on the nature of the work and the owner's individual circumstances. The owner must be able to substantiate the figure and it must not be punitive (i.e. it must represent the owner's genuine estimate, at the date of signing the contract, of actual costs/losses they believe they are likely to suffer, without adding any extra cost to 'punish' the contractor). **If liquidated damages are applicable to the project, it is important that you calculate and insert an appropriate amount in the contract before signing.**

The calculation would typically include a daily allowance for any additional rent payable by you (if the project necessitates you moving out), or rent lost by you (if tenants must move out of your investment property), storage of furniture/personal effects, finance costs, etc. directly attributable to the delay in the completion date.

NOTE: The BSA New Home Construction Contract and the BSA Renovation, Extension and Repair Contract, like several other industry contracts, contain a default provision whereby liquidated damages of \$50 per day are deemed to

apply if the liquidated damages section of the contract schedule is left blank.

UPON COMPLETION

Upon completion you should conduct a comprehensive inspection of the work with the contractor. Be sure to advise the contractor in writing of any defective or missing items, or any damaged or unfinished work, and request its rectification (BSA's Form 5 - *Defects Document* associated with the BSA Renovation, Extension and Repair Contract is provided for this purpose). You should then hand over the final payment under the contract (do not withhold this payment without first obtaining formal legal advice or you could be sued for breach of contract).

DISPUTE RESOLUTION

ADVISE THE CONTRACTOR

If during the work or upon completion you encounter a problem relating to the contracted work, you should first convey your concern to the contractor in writing asking them to address the matter within a reasonable timeframe (say 7 to 14 days) and provide you with a written response. Ensure you date, sign and retain a copy of your letter/s and the contractor's response.

For larger domestic building projects, including major renovations, extensions or repairs or full home construction, **the DBC Act requires the building contractor to provide you with a signed 'defects document' at practical completion before you hand over the final payment** under the contract. The defects document must include a list of any agreed minor defects and minor omissions and state by what date the building contractor will correct the listed matters. If the items listed are not addressed within the stated timeframe you should write to the contractor asking them to address the unresolved matters promptly, by a particular date, and provide you with a written response.

In addition to addressing these minor defects and minor omissions identified at handover, building contractors must positively respond to complaints relating to minor defects (referred to by the BSA as 'Category 2' defects – see definition below) which become apparent during the first 6 months after the building work was completed. Complaints relating to minor defects during this initial period of 6 months after completion of the contracted work should be addressed to the contractor in writing. **Be sure you diarise and do not miss the 6 month deadline for notifying the contractor or the BSA may be unable to assist you under the Queensland Home Warranty Scheme.**

NOTE: Because the contractor has responsibility for rectifying defects during this period, **the BSA does not normally progress complaints relating to minor defects until this 6 month period has expired.**

CONTACT BSA

The BSA is generally able to assist with domestic building disputes concerning defective work, subsidence or non-completion of the contracted work. **Please note, however, the BSA is not able to assist where the contract is still afoot or where the dispute is of a purely contractual nature or before the Queensland Civil and Administrative Tribunal (QCAT).**

With regard to the rectification of defective building work (e.g. where the work has failed to meet objective standards of construction or workmanship, such as the Building Code of Australia), the BSA Rectification of Building Work Policy classifies defective building work as either being Category 1 or Category 2 defective work.

Category 1 defects are more significant building defects that generally require prompt attention as they are of a structural nature, or could allow water penetration, etc. At any time in the first 6 years after practical completion you may contact the BSA to assist with Category 1 defects provided you have first advised the contractor in writing and they have failed to promptly address the matter. If the contractor is uncontactable or no longer operating you may contact the BSA immediately about these more serious Category 1 defects.

Category 2 defects are, in broad terms, those of a relatively minor or cosmetic nature related to poor finish or workmanship. As mentioned in the above section headed *Advise the Contractor*, these minor defects which occur during the first 6 months should be taken up with the building contractor who performed your work (if they are still operating). Matters which remain unresolved after this period should be referred to the BSA using the Complaint Form available from the BSA website. However, if the contractor is unavailable or ceases to operate during this initial 6 month period, you should document all minor defects which arise during the first 6 months after practical completion and submit details to the BSA no later than 7 months after practical completion.

After you have lodged a completed BSA Complaint Form together with supporting documentation including a copy of all of your contract documents, including any variations, a BSA technical representative may meet you and your contractor on site to inspect the work. At the inspection the BSA will determine who is responsible for the defects and, where appropriate, direct your contractor to rectify any defects or complete the works. If your contractor is directed to rectify the works, you must allow them reasonable access to the site.

To contact the BSA, call 1300 272 272 statewide or visit the BSA website at www.bsa.qld.gov.au.

QUEENSLAND CIVIL AND ADMINISTRATIVE TRIBUNAL (QCAT)

You are also entitled to take any disputes in relation to your domestic building project to the QCAT. The QCAT provides cost effective resolution for domestic building disputes, particularly those of a contractual nature.

Further information about the QCAT and its procedures can be obtained by visiting www.qcat.qld.gov.au, or calling 1300 753 228.

OTHER OPTIONS

Depending on the terms of the contract, other options may be available to you, including:

Liquidated Damages

The contract may give you other rights such as liquidated damages (there is provision for these in the BSA Renovation, Extension and Repair Contract). You should read your contract carefully and if unsure of your rights or obligations, seek formal legal advice from a practising lawyer.

Contract Termination

Under certain circumstances you may have the right to terminate the contract. This is a serious decision to make and would usually be a last resort. It will involve some costs to you.

Formal legal advice is essential if you are considering ending the contract for any reason. If you terminate the contract without being entitled to do so, you may create serious difficulties for yourself (e.g. you could be sued by the contractor for breach of contract and you may lose your protection under the Queensland Home Warranty Scheme).

Court Action

As an alternative to the QCAT, you may be able to take action in an appropriate court. You should obtain formal legal advice to explore this option.

AFTER MOVING IN

MAINTENANCE

Obviously it is important, for both aesthetic and financial reasons, to properly maintain your home after the renovation or extension work has been completed.

You should discuss specific cleaning and maintenance requirements, if any, with the contractor when the work is completed. Information from the suppliers of materials or products may also be valuable.

TERMITE PROTECTION

Certain types of building work (e.g. home extensions) may involve the need for termite protection. Discuss the termite management options with your contractor and be sure to observe the maintenance requirements for whatever method is used (it is generally recommended that you have your home inspected at least annually by a BSA-licensed termite management contractor).

For more information on this subject, read the relevant Fact Sheets on the BSA website under 'Consumers'.

MANUFACTURERS' WARRANTIES

Manufacturers' warranties for any new household appliances associated with your project (e.g. warranties for a new rangehood or wall oven if these are supplied and installed by the contractor as part of a kitchen renovation) should be obtained from your contractor.

STATUTORY WARRANTIES

See the next page for details of these warranties which are provided to homeowners under the DBC Act.

STATUTORY WARRANTIES

The DBC Act provides homeowners with a number of Statutory Warranties that are required to be stated in the contract. These warranties are summarised below:

MATERIALS – SUITABILITY	All materials will be good and suitable for the purpose for which they are used.
MATERIALS – NEW	Unless otherwise stated in the contract, all materials used will be new.
COMPLIANCE WITH THE LAW	The contractor will comply with all relevant laws and legal requirements including, for example, the <i>Building Act 1975</i> .
SKILL AND REASONABLE CARE	The work will be carried out in an appropriate and skilful way and with reasonable care and skill.
PLANS AND SPECIFICATIONS	The work will be carried out in accordance with the plans and specifications if they form part of the contract.
SUITABILITY FOR OCCUPATION	If work is intended to renovate, alter, extend, improve or repair a home to a stage suitable for occupation, the home will be suitable for occupation when the work is finished.
REASONABLE DILIGENCE	If the contract is a cost plus contract and does not have a stated completion date or period, the subject work will be carried out with reasonable diligence.
CALCULATION OF PROVISIONAL SUMS	Any provisional sums have been calculated with reasonable care and skill, having regard to information reasonably available when the contract is entered into.

OWNER'S ACKNOWLEDGEMENT

Please sign and fill out the date below to confirm receipt of this Contract Information Statement

Dated the day of 20.....

Contractor's Name: Owner's Name:

Contractor's Signature: Owner's Signature:

REMEMBER: Good communication and comprehensive, accurate documentation are the keys to a successful project!

CONTRACTORS PLEASE NOTE

So that you can prove that you have satisfied your DBC Act obligation to give the homeowner a Contract Information Statement, it is important for you to retain a copy of this completed and signed 'Owner's Acknowledgement' for your records.

CONTACT LIST

The contact list below is provided to enable you to conveniently record the names and contact details of people and organisations important to your project. Make sure you keep copies of all important papers regarding your project in a safe place.

YOUR PERSONAL CONTACTS FOR GENERAL INFORMATION REGARDING YOUR BUILDING PROJECT:

	Name	Contact Details
Contractor		
		
		
Site Supervisor		
		
		
Building Certifier		
		
		
Local Government		
		
		
Solicitor		
		
		
Building Designer		
		
		
Finance Institution		
		
		
Insurance Company		
		
		
Neighbours (if relevant)		
		
		
Building Consultant		
		
		



TELEPHONE STATEWIDE
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www.bsa.qld.gov.au