



Home Warranty Insurance Owner Builder Warranty Insurance Application

IMPORTANT NOTES

Please read the instructions on page 4 before completing this application form.
Ensure all questions are completed and that the Owner Builder's Declaration is signed and witnessed.
For more information, please refer to the website at: <http://www.cgu.com.au/warranty>

Section 1 - Owner Builder Information

List the names of all Registered Owners (and/or all Directors if the Owner or Owner Builder is a company or corporate trustee) of the subject property

Full name	*Driver's licence no. and state	Date of birth
		/ /
		/ /
		/ /
		/ /

*Please attach copies of all drivers licences

Name of the Owner Builder on the Building Permit or Certificate of Consent

ABN (if applicable)

Owner Builder permit/certificate of consent no.

Private telephone no.

Business telephone no.

Mobile no.

Facsimile no.

Email

Current residential address

Postcode

Current postal address (if different to the above residential address)

Postcode

Forwarding postal address after settlement (if different to the above residential address)

Postcode

Section 2 - Property address (please attach a copy of the most recent Rates Notice)

Is there more than one dwelling on the subject property?

No Yes If 'Yes', provide Unit No.(s) No. of Units

Full site address (provide details where applicable eg. unit no., lot no. or street no. & name, suburb/town, postcode)

Postcode

Shire/Council

Section 3 - Construction information

Type of Works (please tick): Dwelling Non-Structural Renovation Structural Renovation

Other (give details)

Please provide a brief description of the residential/domestic building works to be insured

Section 3 - Construction information (cont'd)

What was the total cost of residential/domestic building work to be insured? \$

Cost of labour \$ Cost of materials \$ Cost of donated labour \$

If a refurbishment or addition, what is the total cost of the non-structural residential/domestic building works? \$

What was the construction completion date? / /

What was the date of occupancy by the Owner Builder? / /

Has a Contract of Sale been signed?

No Proceed to Section 5

Yes Please provide the date the contract was signed / /

▶ Anticipated settlement date / /

Is there any relationship between the Owner Builder and the purchaser? (i.e. family members, business relationship etc)

No Yes List details

Section 4 - Certification (copies of relevant certificates to be made available at time of inspection)

Local Certifying Authority or Private Certifier:

Name

Engineer:

Name

Telephone no.

Address

Postcode

Geotechnical Engineer:

Name

Telephone no.

Address

Postcode

Electrician:

Name

Telephone no.

Address

Postcode

Plumber:

Name

Telephone no.

Address

Postcode

Waterproofers: Name

Telephone no.

Address

Postcode

Section 5 - Owner Builder Background (including all registered property owners of the subject property)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Please tick (✓) Yes or No and give details as requested.

- a. Have any of the Owner Builder/s ever held a builders/contractors license/registration?
- b. Have any of the Owner Builder/s ever taken out Home Warranty Insurance previously?
- c. Have any of the Owner Builder/s ever had a Home Warranty Insurance claim lodged against them?
- d. Have any of the Owner Builder/s ever been declared bankrupt or been a director, partner, proprietor, shareholder or manager of a business placed in external administration, a scheme of arrangement, receivership, liquidation or provisional liquidation?
- e. Have any of the Owner Builder/s ever had an application for Home Warranty Insurance rejected or declined?

If you have answered 'Yes' to any of the above please provide full details (attach separate sheet if necessary).

Section 6 - Checklist: Please ensure that you have -

- Completed all questions fully and accurately.
- Sought independent legal advice about any aspect of this application form or any part of the Declaration that you will be providing as part of this application.
- Attached a copy of your Driver's Licence – Section 1
- Attached a copy of the Rates Notice for the subject property – Section 2
- Attached payment of the inspection and administration fee. Please note that the assessment fee will be non-refundable, except in certain circumstances at the absolute discretion of CGU Insurance Limited. For further details of assessment fees, please refer to the website at: <http://www.cgu.com.au/warranty>.

INSPECTION CHECKLIST

(The following items, where applicable, should be available for the inspector during the on-site inspection)

- Copies of plans and specifications as approved by the local certifying authority or private certifier
- Original Building Permit/Certificate of Consent
- Original Inspection Certificates by local certifying authority or private certifier
- Original final inspection Certificate and Certificate of Occupancy (if applicable)
- Engineers footing designs and soil classification reports
- Part A Termite Certificate and subsequent Part B treatment certificate with relevant maintenance certificates
- Electrical Compliance Certificate for any electrical works
- Plumbing Compliance Certificate for any plumbing works
- Waterproofing certificate for any membranes or waterproofing treatments

Delays in making information available will delay the approval process. If you have problems providing access to any of the documentation please seek clarification from your broker.

Section 7 – Declaration by all Owner Builders (including registered owners of the subject property)

PLEASE NOTE: This declaration is to be signed by all the persons listed in Section 1.

I/We, acknowledge and declare that:

- The details provided in this application form are true and correct.
- The issue of Owner Builder Warranty Insurance (“the Policy”) by CGU Insurance Limited (“the Insurer”) for the subject property is subject to final acceptance of risk by the Insurer, in addition to the payment of premium and the assessment fee.
- The Insurer, in issuing the Policy, only indemnifies the purchaser and successors in title to the subject property, and not the Owner/s or a purchaser who is related or otherwise associated to the Owner/s.
- Should any of the information given by me/us materially change between the date of this application and the purchase of the Policy to which this application relates, I/we will give immediate notice of the change/s to the Insurer. Information is material if its non-disclosure could influence the acceptance of risk by the Insurer.
- If the Policy to which this application relates is not issued, the Insurer will refund the premium.
- The Insurer and its agents are authorised to collect or disclose any personal information relating to this insurance to/from any other insurers, insurance reference service or relevant Statutory Authorities.

Declared by (name of Owner/Director)

Signature

Date

Witnessed by

Signature

Date

Declared by (name of Owner/Director)

Signature

Date

Witnessed by

Signature

Date

Declared by (name of Owner/Director)

Signature

Date

Witnessed by

Signature

Date

Declared by (name of Owner/Director)

Signature

Date

Witnessed by

Signature

Date

Important: Please read these instructions

All contact with CGU is to be through your broker and the appointed building inspector.

This application is to be lodged with a CGU Home Warranty Insurance authorised insurance broker, together with the inspection fee, the non-refundable assessment fee, a copy of your Driver’s Licence and proof of ownership of the subject property (eg a Rates Notice).

Through your broker CGU will appoint a building inspector to arrange to meet you on-site. You should ensure that all relevant items on the Inspection Checklist are available. The inspector will not be able to complete their report until all documents have been sighted. Copies of documents may be required to be taken off site by the inspector.

Once a satisfactory report is received from the appointed inspector, CGU will authorise the release of certificates and policy wordings by your broker.

The building inspector will endeavour to make an inspection appointment usually within 48 hours of your broker receiving a fully completed application form and attachments. Urgent matters will be considered by CGU upon application, subject to the availability of the inspector and the payment of additional fees.

CGU Home Warranty Insurance

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