



# ProCorpBuilders

*'Identify, Create & Share Opportunity'*

## THE BUILDING PROCESS - OUR STANDARD PACKAGES

### STEP 1 - *Selecting Your House Design*

Have a look at our range of standard house designs on our website, or browse through our display folders located in any one of our offices. From our selections, choose the design that best suits your needs. (Please take note of the minimum block width requirements). Any of our standard designs can be modified or changed depending on your individual needs. Please take note of any proposed changes you would like to discuss with our Sales Manager.

### STEP 2 - *Your Inclusions*

Once you have settled on a design, have a look at our standard inclusions list. This comprehensive list of inclusions shows you what ProCorp Builders include in every house we build. These inclusions can be modified slightly upon request, although our standard packages are designed to ensure that there is nothing left for you to do except move in! When you receive a quotation from ProCorp Builders, you will see that our packages come without the hidden fees that other builders may charge you extra for.

**NB:** *Should you require an estimate only at this stage, our Sales Manager can provide you with a 'package price.' Please be aware that this price will not take into consideration the location or condition of your building block.*

Once you have chosen a design and considered your inclusion options, you need to contact our Sales Manager to discuss your options and any proposed changes.

### STEP 3 - *Site Inspection and The Tendering Process*

Once you have discussed your choices with our Sales Manager, ProCorp Builders will arrange a site inspection to be carried out by the Construction Manager in your area. This site inspection will ensure that the proposed house design can be constructed on your block of land. It also allows us to provide fixed price site costs in your Tender document.

**NB:** *Please be aware that a soil sample or geotechnical study may be required depending on the location of your block of land. This will be governed by our site inspection and / or local Council requirements.*

Once the site inspection has been carried out, ProCorp Builders will prepare a Tender for the construction of your chosen design on your designated block of land. This Tender will include your site costs and as well as a detailed inclusions list. Once the Tender has been completed, you will be contacted by our Sales Manager who will meet with you and go through your Tender document in detail. If you are unsure of anything in your Tender document, the Sales manager is available to answer any questions you may have.



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### **STEP 4 – Tender Acceptance**

Once you have settled on the inclusions for your specific Tender, you need to sign each page of the document and return the signed copy to the Sales Manager. To allow ProCorp Builders to commence your project, we will require a non-refundable plan preparation fee of \$3,000. This fee allows our drafting team to commence drawing the 'working plans' to submit to the local Council for approval. Prior to lodgement, ProCorp require an additional \$2,000 to cover the development application fees. This \$5,000 deposit allows ProCorp to start on your project as quickly as possible, and will officially put the pre-construction procedure into motion.

It is at this stage that you need to think about finance for your project. Before we can commence building your project, we will require a "Letter to Commence Construction" from your lending authority. This letter advises us that you have your finance ready and in place to commence the building works. Should you not be obtaining finance for the build, we will require evidence of your capacity to pay (such as a bank statement)

*Should you wish to enquire about your finance options, contact ProCorp Finance on (02) 4648 6800.*

*They will have the nearest Mobile Financial Consultant contact you to discuss your individual finance needs.*

### **STEP 5 - Signing of Contracts and Colour Selections**

As soon as your plans have been approved by Council, ProCorp Builders will prepare building contracts. These contracts will take into consideration any Local Council requirements and / or covenants specified in the approved development application. Once the contracts have been signed, they need to be returned to the Sales Manager. At this time, you will need to have your finance in place and provide us with your "Letter to Commence Construction" or evidence of your capacity to pay.

Our Sales Manager will then assist you with finalising your selections. A "Colour Selection Sheet" will be completed noting all of your individual colour choices. We will then notify our suppliers of your selections and place the relevant orders to ensure the timely construction of your home.

### **STEP 5 - Building Your Home**

You will be allocated a Client Manager who will advise you of the progress of your home. You will be informed of the commencement of construction, and regularly updated by your Client Manager who will liaise with the Building Supervisor. You will be forwarded 'progress claims' or invoices at each stage as specified in your Tender document. These invoices are to be forwarded to your lending authority and paid within 14 days. Should we not receive payment within this timeframe, we will have to stop work on your project.



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### **STEP 6 - *The Handover Process***

Upon completion of your home, our Site Supervisor will do a final walk through with you to ensure the home meets with your approval. A quality assurance checklist (QA) will be completed to note down any final touchups to be completed during your warranty period, so as to allow you to move in as soon as possible. A handover pack containing significant information about your home will be given to you at this stage for you to keep for future reference. (Information such as warranties, instruction booklets etc...)

### **STEP 7 - *Maintenance Period***

ProCorp Builders have a 90 day maintenance period which commences at the date of your occupation certificate. This period allows for you to experience and enjoy your home so that any issues that you may have can be raised with us for consideration and rectification. You will be given plenty of notice by our Maintenance Department who will co-ordinate any adjustments that need to be made.

Everyone deserves a home they can be proud of. Let ProCorp Builders help you achieve one of your life goals, and experience the benefits of **our** experience in the building industry.

For more information on the processes we use please speak to our Sales Manager.

Should you not be able to download any items from our website, please contact our Head Office on (02) 4648 6800 or send an email to [builders@procorp.net.au](mailto:builders@procorp.net.au)  
We can arrange to have these items emailed or posted out to you as soon as possible.