

Domestic Building Insurance Tips

Here are some tips to help with submitting Project Application Forms to avoid delays

Ensure the following sections are fully completed

- ☐ Builder details are completed correctly and in full as per your ABN.
- ☐ Make sure the Homeowner details are completed correctly, **this must include** the suburb, state, postcode, email address and phone number.
- ☐ All information is completed in full, with **correct spelling**.
- ☐ Electronic signatures will not be accepted. The application must be hand signed by the Registered Building Practitioner or previously approved nominated employee.
- ☐ Allow sufficient time to obtain the policy before the estimated start date. If the estimated project start date is in the past this will cause delays in your policy issuance.
- ☐ If the project is outside your approved limits as per your Letter of Eligibility, you will be required to undertake an Eligibility review prior to submitting your project application.
- ☐ Ensure you have selected the correct construction type, if unsure refer to the list below or call our office to discuss.

Determining if your policy needs to be issued as Structural or Non-Structural

Below is a list outlining the Building and Plumbing Commission's view of structural and non-structural works. Please refer to this to ensure you apply for the correct construction type.

Structural

- Decking
- Roof installation
- Pergolas (if building permit is required)
- Tuck Pointing
- Fencing
- Retaining Walls
- Patio
- Bathrooms – wet areas
- Kitchens – wet areas
- Balconies
- Rewiring
- Electrical
- Brickwork

Non-Structural

- Cabinet joinery (separate contracts)
- Wardrobe fit out
- Painting
- Plastering
- Hardware installation
- Carpeting
- Tiling

INSURANCE FACT SHEET



Additional information

For contracts with ten (10) or more properties, the following supplementary information is also required:

- ☐ Complete breakdown of the details for each property to be insured at the address (including Lot and/or Unit Number and Contract Value (incl GST).
- ☐ Copy of the executed Building Contract/s.
- ☐ Site plans and ground floor plans.
- ☐ Evidence of ownership (property must be in the same name as the owner/developer listed in the building contract).
i.e. a copy of a title search of the property and if the developer is not yet the registered proprietor, either copy of the signed Transfer of Land or Contract of sale.
- ☐ Copy of the final and accepted loan approval as issued by the Financier.
- ☐ Evidence of funds if the project is to be either fully or partially self-funded.

Documents can be submitted by either email or post.

Email: warrantyinsurance@mbqld.com.au

Post: PO Box 162, Ashmore City QLD 4214

For any support, please contact our team on

Ph: 1300 13 13 24