



Contract to Keys

A GUIDE TO BUILDING YOUR INSPIRE OR ELEGANCE RANGE HOME.

Countdown to Construction: Your Path to Site Start



Getting your new home underway is an exciting journey — and it all begins with clear planning. This guide maps out every key milestone to ensure you're fully prepared for site start. Whether it's approvals, paperwork, or pre-construction checks, we've got you covered with a step-by-step process to keep everything on track.

DOCUMENT KEY



Kingsbridge Homes Responsibility



Client Responsibility



Reminder

1. Finance Assessment



If you don't already have finance pre-approval, your New Home Consultant can refer you to our trusted Build Start Finance team to complete an obligation-free health check.



You are required to obtain finance pre-approval to understand your borrowing capacity.



Pre-approval or a letter from your Build Start Finance broker is required at the same time as your initial payment. This step is essential to complete the paperwork process and ensure a smooth, timely progression towards your new home.

2. Initial Appointment



The New Home Consultant will conduct a display home walkthrough, guide you through the available floor plans, explain the standard inclusions, and discuss upgrade options that align with your new home goals.



You are invited to meet with your New Home Consultant at the display home to explore design options, inclusions, and find the perfect fit for your lifestyle and budget.

You are requested to provide a copy of the land contract, engineering plan, and vendor's statement. The vendor's statement must include a clear copy of the plan of subdivision, estate design guidelines (if applicable), Memorandum of Common Provisions (MCP), Section 173 Agreement, and any other documents or plans relevant to the construction or design of your new home.



Please allow at least one hour for this appointment to ensure ample time to thoroughly explore your preferences and discuss your requirements in detail. Please note that a preliminary fee must be paid before a sketch of structural changes and pricing for custom items can be provided.

3. Preliminary Payment



The New Home Consultant will finalise a preliminary sales quote based on your selected home design, façade, and any requested upgrades or modifications.



To secure the current promotional offer, projected site start date, and the base price (excluding any upgrades or optional selections to be made in Step 4), you'll be required to pay a \$1,500 Preliminary payment to Kingsbridge and provide a copy of the receipt for confirmation.



Please note that after 14 days from the initial \$1,500 Preliminary payment, this payment becomes non-refundable. To proceed, you must confirm the house type and façade selection.

4. Finalise Pricing & New Home Order



Kingsbridge will prepare the New Home Order documents, which include:

- A sales sketch detailing any structural modifications,
- A site plan showing the placement of your home on the block,
- A quote incorporating any selected upgrades, and,
- Your site costs.



You are kindly requested to finalise your upgrade selections, confirm any remaining structural amendments, and sign off on your New Home Order (NHO) documents to lock in all details.



Please ensure your house design, façade and all major structural items (e.g. ceiling heights, siting of the home) are confirmed and are reflected in the NHO. All changes to the above mentioned items after signing the NHO will incur an administrative fee, which will be reflected in your Tender.

5. Initial Tender Payment



Kingsbridge will provide the bank details for payment of your \$3,500 tender payment. This payment secures your build price, enables the scheduling of your tender appointment, colour selection & electrical appointments and locks in your projected site start date.



You will be required to pay a non-refundable fee of \$3,500 (referred to as the 'tender payment') to Kingsbridge and provide a copy of the payment receipt for confirmation.



Please ensure your house design, façade and all major structural items (e.g. ceiling heights, siting of the home) are confirmed and are reflected in the NHO. All changes to the above mentioned items beyond signing the NHO will incur an administrative fee, which will be reflected in your Tender.

6. File Submitted



Your New Home Consultant will submit your file to the office for File Approval. Once your job is approved, Kingsbridge will begin preparing the documentation for your tender appointment.

In the meantime, you will be introduced to your Customer Project Manager (CPM), who will schedule your tender appointment, during which your colours including cabinetry and electrical appointments will be confirmed. Upon request you may visit the MOSAIC Colour Studio for a walk-through tour by appointment to help you prepare for your upcoming colour selection.



MOSAIC Colour Studio, available between Monday to Friday only by appointment during business hours.



Please note your walk through tour appointment is strictly upon request.

7. Initial Tender Appointment



Kingsbridge will prepare your Tender which will include your NHO and also your tender drawings which will be sent through to be reviewed.



Your Tender documents are your final opportunity to review all details, including tender drawings, and discuss any minor structural changes (e.g. window positioning, door heights) during the tender appointment.

To help us make the most of your tender appointment, please ensure any requested minor structural changes are clearly documented and sent to us at least 48 hours prior to your appointment.

Please ensure all minor structural changes are raised on the day, so we can stay focused and ensure everything is captured accurately.

Once your minor structural changes have been finalised and agreed at your tender appointment, your CPM will book in your MOSAIC and electrical appointments. No further minor structural changes can be accepted, as this allows Kingsbridge to proceed with preparing your documents for your upcoming appointments.



Tender appointments are held Monday to Friday and run for approximately 2 hours.



8. Mosaic and Electrical Appointment



Please allow a full working day for your MOSAIC colour appointment and approximately half a day for your electrical appointment. These appointments are an exciting stage of your journey, with the support of an interior designer and electrical specialist you will begin to bring your home to life. Upon completion, your MOSAIC and electrical consultants will present your finalised colour and electrical documents. You will review, and sign these documents to confirm acceptance and allow the next stages of your build to progress smoothly.



You are required to carefully review your MOSAIC colour and electrical documents to ensure all selections are accurately reflected. Once satisfied, the documents must be signed prior to progressing to the next stage of the build.



Upon signing of the Colour and Electrical documents, we will proceed with ordering Engineering and Energy assessments. Changes to the Colour and Electrical documents will each incur an administration fee and may result in delays to your file.

9. HIA Contract



Your CPM will begin preparing your HIA building contract. Once ready, the HIA contract will be sent to you via DocuSign for your review and signature.



Clients must ensure the contract is signed within 5 business days of issuance. Once signed, the client must submit the contract to their financial institution for formal approval and complete any required mortgage documentation within 14 days.



Finance approval must be obtained and provided within 14 days of signing the contract.

Please note that once we reach the HIA Contract stage, we're unable to accept further change requests. In special circumstances where an exception is approved, administrative fees may apply.

10. 5% Deposit



Once your HIA building contract has been signed, Kingsbridge will issue the 5% deposit invoice. This amount is calculated as 5% of the contract price, less the \$5,000 already paid through the preliminary payment and tender payment.

Delays in payment may impact the progress of your file.



Payment must be made within 7 days.

11. Formal Finance Approval



Before commencing your build, Kingsbridge Homes will require either a copy of your signed formal approval from your lender (if applicable) and evidence of your ability to fund any shortfall, such as a current bank statement. If you are not obtaining a loan, you will need to provide proof of your capacity to fund the entire build via a bank statement in AUD.



You are required to provide a copy of formal finance approval (if applicable) and bank statements to demonstrate your capacity to cover any shortfall (if applicable). If a loan is not being used, a bank statement showing sufficient funds to cover the full build cost must be provided.



Kingsbridge will not proceed to site start without formalised finance from your lender.

12. Pre-site Preparation



Kingsbridge will conduct a pre-site inspection to confirm the site is clear of debris and that all boundary pegs are visible. Following this, Kingsbridge will obtain the asset protection permit, developer approval, energy report, and building permit, and will complete a final thorough review of all documents for accuracy. Your CPM will then provide you with a copy of the building permit, stamped plans, insurance documents, and any other relevant signed documentation.



You are required to review all provided documents and submit the building permit, stamped plans, insurance documents, and any other signed documentation to your lender for final review and processing.



Please note that any additional costs required to meet approvals will be issued to the client as a Post Contract Variation (PCV). If site clearing is required, it will be the customer's responsibility to ensure the site is cleared before the file is transferred to construction.

13. Site Start



Your Customer Project Manager (CPM) will officially notify you when your file has been transferred to construction.

The construction process officially begins with the site cut and scrape, which levels your land and creates the platform for your new home. Your CPM will provide you with a site start letter along with photo evidence confirming that site works have commenced.



You are required to forward the site start letter and photo evidence to your lender as confirmation that construction has commenced.

14. Base Stage



The Base Stage marks the first major milestone in the construction process. During this stage, your home is pegged out, underground plumbing and electrical services are installed, footings (if applicable) are prepared, and steel reinforcement is laid according to the engineer's design. Once these steps are completed, a building surveyor will conduct an inspection, and the concrete slab will be poured.



The Base Stage payment is now due. Please forward the Base Stage invoice to your lender (if applicable) to initiate the payment release.



Payment is required within 7 days of receiving the invoice.



15. Frame Stage



During the Frame Stage, our carpenters erect the timber structure of the home, including the walls and roof trusses. Once complete, a building surveyor will inspect the frame. Kingsbridge will then provide written confirmation, along with photos, verifying that the frame has been completed and has passed inspection.



The Frame Stage payment is now due. Please forward the Frame Stage invoice to your lender (if applicable) to initiate the payment release.



Payment is required within 7 days of receiving the invoice.

16. Lock Up Stage



At the Lock-Up Stage, your home transforms from a frame into a secure structure. Roofing, windows, and external doors are installed, wall wrap is applied, and external wall cladding is completed. Your home now begins to truly take shape. Once this stage is complete, Kingsbridge will provide written confirmation along with photos of the completed works.



The Lock-Up Stage payment is now due. Please forward the Lock-Up Stage invoice to your lender (if applicable) to initiate the payment release.



Payment is required within 7 days of receiving the invoice.

17. Fixing Stage



The finishing touches are coming together. We will install the plaster, skirting, architraves and internal doors. Install the staircase, prepare for waterproofing, fit cabinetry in the kitchen, bathroom, laundry, ensuite and powder room (if applicable). Once the stage is complete we will send you written confirmation and photos of the works completed.



The Fixing Stage payment is now due. Please forward the Fixing Stage invoice to your lender (if applicable) to initiate the payment release.



Payment is required within 7 days of receiving the invoice.

18. Practical Completion



You've reached the final stages of completing your new home. Painting, tiling, electrical, and plumbing fit-offs are finished. Essential fixtures such as shower screens, mirrors, stone bench tops, sinks and basins are installed, the completion of all external works. Kingsbridge will provide written notification of your Notice of Completion (Occupancy Permit), along with your final invoice and Occupancy Permit.



You'll be invited to join your Site Manager for a practical completion inspection within 7 days. Failure by the client to attend the inspection within 7 days will result in the final payment being due on the 7th day. During this inspection, your Site Manager will walk through your new home with you and compile a list of any defects in preparation for final handover. Additionally, you are required to forward the Certificate of Occupancy to your financial institute (if applicable) to order a final valuation to release the final payment.



Kingsbridge will forward the certificate of occupancy once it becomes available.

19. Final Claim



Kingsbridge will ensure that all the agreed upon items mentioned during the practical completion inspection have been addressed and will notify the client once the items have been completed.



The final invoice will be payable within 7 days.

20. Settlement



The client is required to make final payment, including last stage payment and any outstanding variations, via bank transfer prior to settlement. Upon payment, the keys and settlement pack will be presented.



Prior to settlement a builders clean will be carried out. On the day of settlement, your Site Manager will conduct a handover, please allow the time to review the agreed items that have been completed. Appliances will be installed at an agreed time, ideally on the same day as settlement to prevent theft or damage.



Handover will be postponed until the final payment is received. Please note that Kingsbridge cannot be held responsible in event of delays caused by bank transactions, even if moving trucks are booked. Your keys will be presented at the handover appointment.

21. After-care Service



Kingsbridge will enroll you in RACV Emergency Home Assist for the initial 12 months to address any emergencies.

Following this, we will provide you with a 10-year structural warranty in accordance with HIA regulations.



Approaching 90 days you are requested to compile a list of any maintenance tasks to be addressed during the three-month maintenance check. Please forward the list of items through to the Kingsbridge maintenance team and book in your maintenance inspection. Additionally, in the first 12 months, you are advised to contact RACV Emergency Home Assist in the event of emergencies. For more information, please visit: RACV Emergency Home Assist.



Before proceeding to sign, please be aware that this document is legally binding under Victoria contract laws. By signing, you acknowledge and accept all terms, conditions, and responsibilities outlined herein. Please review the document thoroughly before providing your signature.

Please sign and date to indicate acceptance of this document.

Builder _____

Date _____

Builder _____

Date _____

Client _____

Date _____

Client _____

Date _____



Client/s _____

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