

DUAL  
OCCUPANCY  
by  Kingsbridge

The Paired  
*Collection*  
Process Guide



# Dual Occupancy Process Guide

## Pre-Construction

### 01. Feasibility assessment on your block



We assess how to maximise your land's development potential. Your New Home Consultant will consider local government regulations alongside your objectives to clearly outline what's achievable.

### 02. Finance assessment



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

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



Pre-approval or a letter from your Build Start Finance broker must be provided at the time of your initial payment. This is required to finalise the paperwork and ensure a smooth, timely progression towards your new home.

### 03. Home selection and personalisation



Your New Home Consultant will conduct a display home walkthrough to explore design options, inclusions and find the perfect fit for your lifestyle and budget.



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

### 04. Deposit



Your New Home Consultant will prepare a preliminary sales quote based on your chosen home design, façade, and any requested upgrades or modifications.



To secure the current promotional offer, projected site start date, and base price (excluding any upgrades or selections made in Step 7), a \$5,000 preliminary payment is required, per house. Please provide a copy of the receipt for confirmation.



Please note that the initial \$5,000 preliminary payment becomes non-refundable after 14 days. To proceed, you must confirm your house type and façade selection.

### 05. 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.



Please ensure all upgrade selections are finalised, any remaining structural changes are confirmed, and your New Home Order (NHO) documents are signed to lock in all details.

Your house design, façade, and all major structural elements (such as ceiling heights and home siting) must be confirmed and accurately reflected in the NHO. Any changes to these items after signing will incur a \$2,500 administrative fee, which will be included in your Tender.

## Pre-Construction cont.


### 06. File Submitted



Your New Home Consultant will submit your file for approval. Once approved, Kingsbridge will commence preparation of the documentation for your Tender appointment and obtain your Foundation Data.



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. To help you prepare, you may also book a walkthrough of the MOSAIC Colour Studio by appointment. The studio is available Monday to Friday during business hours.

 Please note your walk through tour appointment is strictly upon request

### 07. Tender Appointment



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



Your tender documents represent your final opportunity to review all details, including tender drawings, and discuss any minor structural adjustments (such as window positioning or door heights) during your Tender appointment.



To ensure your Tender appointment runs smoothly, all requested minor structural changes must be clearly documented and submitted at least 48 hours prior. Any additional minor changes should be raised and finalised during the appointment so everything can be captured accurately. Once these changes are agreed, no further minor structural amendments can be accepted, allowing Kingsbridge to proceed with preparing your documentation for upcoming MOSAIC and Electrical appointments, which will then be scheduled by your CPM. Tender appointments are held Monday to Friday and typically run for approximately 2 hours.

### 08. MOSAIC & 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.

### 09. Prepare HIA contract and Town Planning drawings



We will use the foundation data to prepare your town planning drawings and HIA contract. The HIA contract will then be issued to you via DocuSign for review and signing.

### 10. Signing of HIA contracts



Clients are required to sign the contract within 5 business days of issue. Once signed, the contract must be submitted to your financial institution for formal approval, and any required mortgage documentation completed within 14 days. Finance approval must also be obtained and provided within this timeframe.

Please note that once the HIA Contract stage is reached, no further changes can be accepted. In exceptional circumstances where changes are approved, administrative fees may apply.



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. The Town Planning Permit




Your CPM will coordinate with our external planning partners to prepare and manage your town planning application through to approval. This is a two-stage process: first, obtaining the town planning permit, followed by satisfying all permit conditions to secure stamped and approved development plans

### 12. Demolition



Once the home is confirmed vacant, we will begin the service abolishment process and apply for a demolition permit. Following approval, we will proceed with demolition, install the underground power pit, and cap the existing sewer and stormwater connections.

 Please note, should there be any neighbouring overhead lines you will need to organise removal of these with your neighbour.


### 13. Final Engineering




Siting plans will be completed as soon as we have the final engineering, energy rating, and soil survey testing results.


## Pre-Construction cont.

### 14. 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 must provide a bank statement in AUD demonstrating sufficient funds to cover the full build cost.

If you are using finance, a copy of your formal approval must be provided, along with bank statements showing your ability to cover any shortfall (if applicable).


 Kingsbridge cannot proceed to site start without formal finance approval from your lender.


### 15. 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. We will then secure all required approvals, including the asset protection permit, energy report, and building permit, followed by a comprehensive review of all documentation 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.

 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


### 16. Build permit and ordering materials


 Nearly there! The building permit will be obtained and materials ordered ready for the construction of your new home to commence.

 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


## Construction


### 17. Site start


 Your Customer Project Manager (CPM) will 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 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.


### 18. 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.


### 19. 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.


## Construction cont.


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


### 21. 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 Homes 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.


### 22. 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.


### 23. 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, clients are required to forward the Certificate of Occupancy to their 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.

### 24. Final claim

 Kingsbridge will ensure all items identified during the Practical Completion Inspection have been addressed and will notify you once they have been completed.

 Payment is required within 7 days of receiving the final invoice.

# Construction

## 25. Settlement



Final payment, including the last stage payment and any outstanding variations, must be made via bank transfer prior to settlement. Once received, your keys and settlement pack will be provided.



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.

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

## 26. After-care services

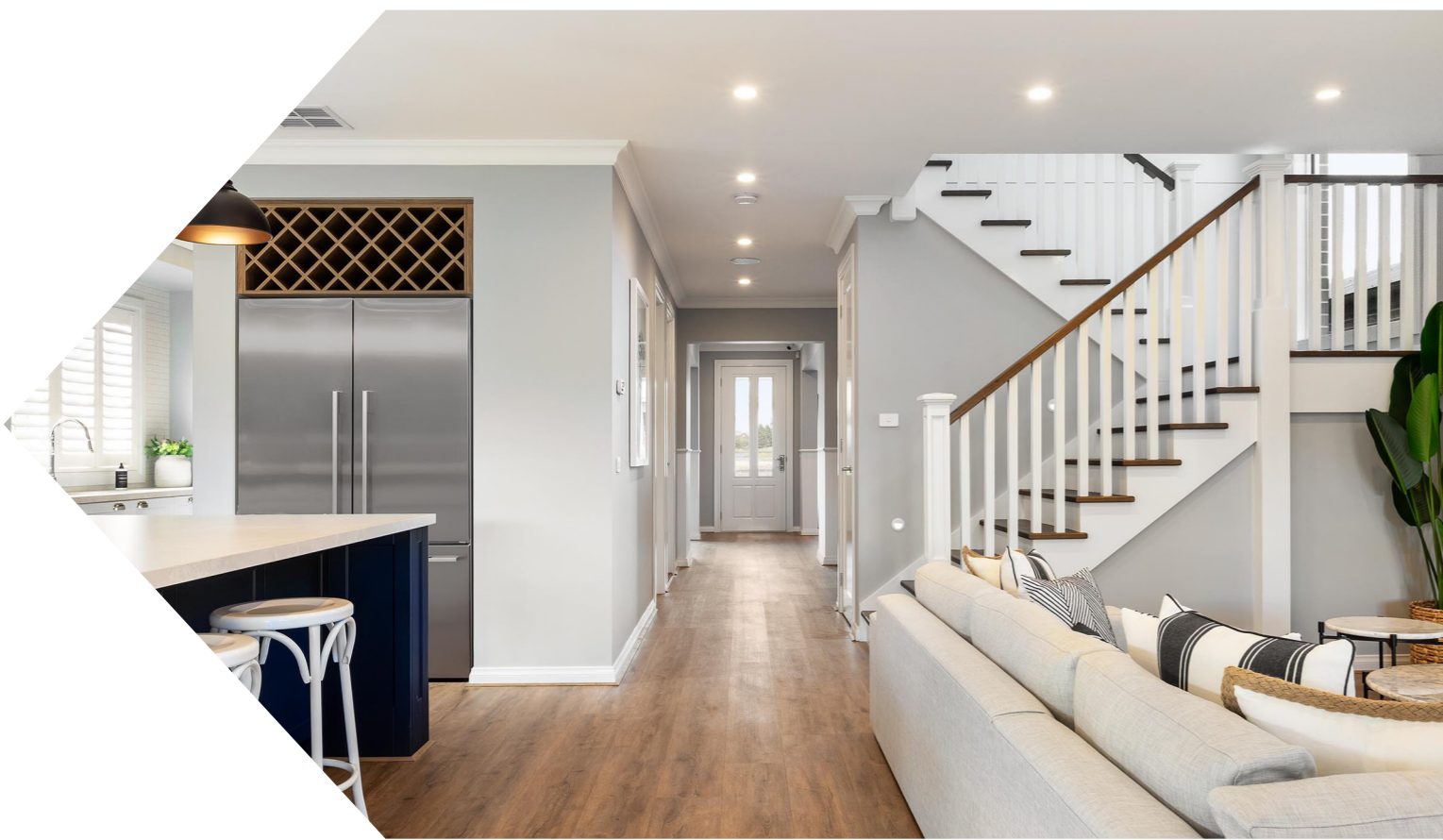


Kingsbridge will enrol you in RACV Emergency Home Assist for the initial 12 months to address any emergencies. Following this, we will provide you with a 10-year structural warranty in accordance with HIA regulations



Approaching 90 days you are encouraged 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. 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 Victorian Contract Laws. By signing, you acknowledge and accept all terms, conditions, and responsibilities outlined herein. Please review the document thoroughly before providing your signature.





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