



Your building process –
from display to doorstep.

We know that building a new home is easier and more enjoyable when you know what to expect.

Whether you're starting with a titled or untitled block of land, or undertaking a knockdown rebuild project, at Henley we're here for you - from start to finish.

Our focus is on honesty, transparency, delivery and support.

We believe in being clear and candid on the process ahead of you, and this guide will step you through every stage of the entire building process - from the first steps to the finishing touches on your new home, and beyond.

▽ STAGE ONE

LET'S START WITH HELLO

Take the opportunity to chat one-on-one with a Henley New Home Consultant, where you can browse designs and chat through options for your new home. This will help to prepare and present your personalised New Home Quotation.

DOLLARS AND SENSE

You can also choose to review the offering from Waterstone Finance, with the option to complete a simple finance qualification process at your Henley Display Centre.

SECURE YOUR QUOTE

A fully refundable deposit is required to secure the current listed base house price & promotional offer (if applicable).

For titled land and untitled land, the deposit is \$850.
For knockdown rebuild, the deposit is \$1,500.

BOOK IT IN

Your New Home Consultant will book you in for your Cosham Information Session, held in Mt Waverley, where you will discover how the interior selection appointment and process works.

CONFIRM CERTIFICATES AND CONTRACTS

Please provide us with a clear copy of your Plan of Subdivision, a copy of your Land Contract including Section 32, and if your land has titled, the Certificate of Title.



▽ STAGE TWO

FINAL TAKE ON THE PAPERWORK

The next appointment is to complete your Stage 2 Paperwork.

To secure your quoted price, this appointment must be completed within:

- 30 days after paying your deposit for **titled land**
- 60 days for **knockdown rebuild**, and;
- 120 days from your forecasted land title date for **untitled land**.
If your land is due to title at a date further than 6 months from your initial deposit, additional costs may be incurred. Please refer to sales quotation.

SECOND DEPOSIT

With the initial paperwork phase complete, your second deposit is now due. Your total deposit now becomes non-refundable, as works to prepare for your colour and electrical appointments, tender preparation and meetings commence, and works such as soil reports, site survey, and preliminary requirements are completed, as well as council requirements (as applicable). Your deposit is to cover our external and internal expenses involved in undertaking these steps.

The second deposit is:

- \$650 for titled and untitled land, bringing the total paid to \$1,500
- \$1,000 for knockdown rebuild, bringing the total paid to \$2,500



▽ STAGE THREE

COLOUR YOUR VISION

Whether you know exactly what you want or really have no idea, you'll discover what you can create at your Cosham Colour Selection Appointment in Mount Waverley. You'll have a professional Interior Designer to assist you during the entire appointment.

Allow approximately 3-4 hours for single storey homes and approximately 6 hours for double storey homes.

You will also be offered an Electrical Appointment if you wish to customise your electrical plan. This appointment is 2 hours, and occurs after your Tender Appointment (refer to stage 4).

Cosham Interiors opening hours:

Friday & Monday:

10:00am - 4:00pm open for browsing

Tuesday - Thursday:

By appointment only

Saturday & Sunday:

9:00am - 1:00pm - By appointment only
1:00pm - 4:00pm - Open for browsing



▽ STAGE FOUR

THE TENDER MOMENT

This is genuinely a tender moment in time – it's when all of your planning and information, quote and payments come together in one place for review and final sign off.

The tender incorporates all of your selections you have made so far - façade, variations, colour selections, preliminary site costs, site plan and floorplan (as applicable). There are no further changes permitted after the tender is signed.

Appointments are available Monday to Friday, taking approximately 4 hours for a single storey and a full day for double storey homes.

COUNCIL DISPENSATIONS

The tender sign off means we can apply for all relevant council dispensations. We also recommend you begin your Electricity Pit Relocation Application through the relevant electricity authority at this point.

TENDER DEPOSIT

When you sign your tender, a non-refundable payment of \$1,650 is required in order to prepare your final contract documentation, which will include a set of drawings*.

For knockdown rebuild, we recommend that you begin your Electricity Pit Installation Application through the relevant electricity authority at this point.

OUT WITH THE OLD

(APPLICABLE TO KNOCKDOWN REBUILD ONLY)

Demolition of the existing house with capping of all services to boundary is required prior to contract signing.

Once demolition is complete, your site will have a second soil test and survey to confirm engineering of your slab.

Ask your New Home Consultant for the Demolition Information Checklist which provides a complete list of requirements for demolition.

LET'S GET ELECTRICAL

Now is the time for your Electrical Appointment if you wish to customise your electrical plan.

This optional appointment is held in our Cosham Interiors Showroom, and is your opportunity to sit with our specialised Electrical Consultant to add additional lights, light fittings, security systems, intercoms, fibre optic wiring, data points, home theatre provisions and other such items.

Please note that your Electrical Appointment can only occur once your contract drawings are prepared, and will take approximately 2 hours.

▽ STAGE FIVE

CONGRATULATIONS ON YOUR CONTRACT

Using an industry standard HIA New Home Contract, you'll be presented with a personalised version. Each person listed on the contract must attend this appointment to sign the document, and it also must be signed within 180 days of your initial deposit for titled and untitled land, and 240 days for a knockdown rebuild.

Upon signing your building contract, you will be required to pay a balance of 3% of your total contract value minus the initial deposits you have already paid.

ALL READY FOR SITE ACTIVITY

You are so close to site start. Now that the contract is signed and progress payment made, we'll submit your energy assessment, finalise construction drawings, and confirm information relevant to your specific council requirements. For knockdown rebuild, we will reassess and provide you with your site costs based on the results of the second soil test and survey.

MAKE YOUR MOVE

So we can start onsite, you now need to provide:

- Finance re-confirmation including a current letter of offer
- Written confirmation from your finance provider that funds are ready to be released for construction progress payments
- Written confirmation of land ownership

To help avoid any delays, please make sure your land is clear and ready for commencement of construction.



STAGE SIX

THE EXCITEMENT OF SITE START

Congratulations! Seeing your builder break the dirt on your block of land is an exciting moment. This is where all the plans and paperwork come together so the onsite team can create the vision. To proceed with site start, we must have received all required permits and approvals, evidence of the owner's title to the land, full details of restrictions and covenants which affect the land, evidence of finance for the contract price, all drawings are signed and all pre site start HIA contract clauses are met.

SUMMARY OF PROGRESS PAYMENTS

We require progress payments as per the standard HIA recommended payment schedule. There are six payments due, totalling 100%.

Deposit – 3% (minus the initial deposits you have already paid)

Base – 10%

Frame – 15%

Lock up – 35%

Fix – 25%

Completion – 12% (in addition to any variation orders)

Client name: _____

Signature: _____

Date: _____

Client name: _____

Signature: _____

Date: _____

New Home Consultant: _____

Signature: _____

Date: _____

STAGE SEVEN

CONSTRUCTION

Now is the time for Henley's Construction team to take the lead, and do what we do best.

The next section will define the main stages of construction for you, and outlines some of the things which may take place during each stage.

BASE STAGE

Your block of land will be prepped and ready to build on, with temporary fencing installed, site excavation, and underground connections laid. Base stage is complete once the concrete slab is poured.

Upon completion of base stage, a 10% progress payment is due.

FRAME STAGE

This is when your dream home really starts to come to life. All walls are marked out in accordance with your final drawings, and construction of wall, windows & door frames, and roof trusses begin.

Frame stage is complete once the frame is completed, inspected, and approved by a qualified Building Surveyor.

Upon completion of frame stage, a 15% progress payment is due.

LOCK UP STAGE

This is a significant milestone as it's when we're able to effectively 'lock up' your home. Brickwork, wall cladding, roofing, and insulation are all installed. Temporary external doors may be hung and fixed into position in order to ensure the security of your home.

Upon completion of lock up stage, a 35% progress payment is due.

FIXING STAGE

This is where we begin fixing everything into position. We will complete all internal plaster, architraves & skirts, and cabinets & cupboards to your kitchen.

Upon completion of fixing stage, a 25% progress payment is due.

FIT OFF STAGE

The focus shifts to the inside of your home during this stage, and you will see your colour selections come to life. Whilst we paint your home, we will install tiles, benchtops, shower screens, mirrors, and door furniture. We will fit off all plumbing and electrical connections.

PRACTICAL COMPLETION INSPECTION (PCI STAGE)

Move-in day is soon approaching! Your Construction Administrator will book in your New Home Presentation two weeks ahead of the completion of your home. On this day, you will meet with a Henley Representative who will present your new home to you demonstrating its features and functions. At the time of your New Home Presentation you will be able to settle on site, and receive your keys should you have your final payment ready.

Upon completion of your home, the final progress payment of 12% is due, along with any additional variations ordered

Congratulations!

Your brand new Henley home is complete, and ready for you to move in.

STAGE EIGHT

AFTERCARE

Now you're in your brand new home, it's time to commence with the industry's leading aftercare program.

Once you have taken possession of your new home, your builder is obliged under Section 39 of the HIA New Home Contract to perform routine maintenance and carry out any adjustments caused from settlement. The industry standard for this maintenance period is thirteen weeks, however Henley offer an extended period of twelve months from the settlement date of your home.

An employee from our Home Assurance Department will contact you at approximately eleven months after Settlement to book in a suitable time to visit your home.

Should you wish to have your maintenance inspection brought forward, please contact the Home Assurance Department.

Our guarantees

The confidence we have in our work and our people is reflected in the fact we offer the most comprehensive array of guarantees and support in Australia.



STRUCTURAL GUARANTEE



INDUSTRY EXPERIENCE



EXTENDED MAINTENANCE



5 QUALITY BUILD INSPECTIONS



MAINTENANCE EMERGENCY CARE



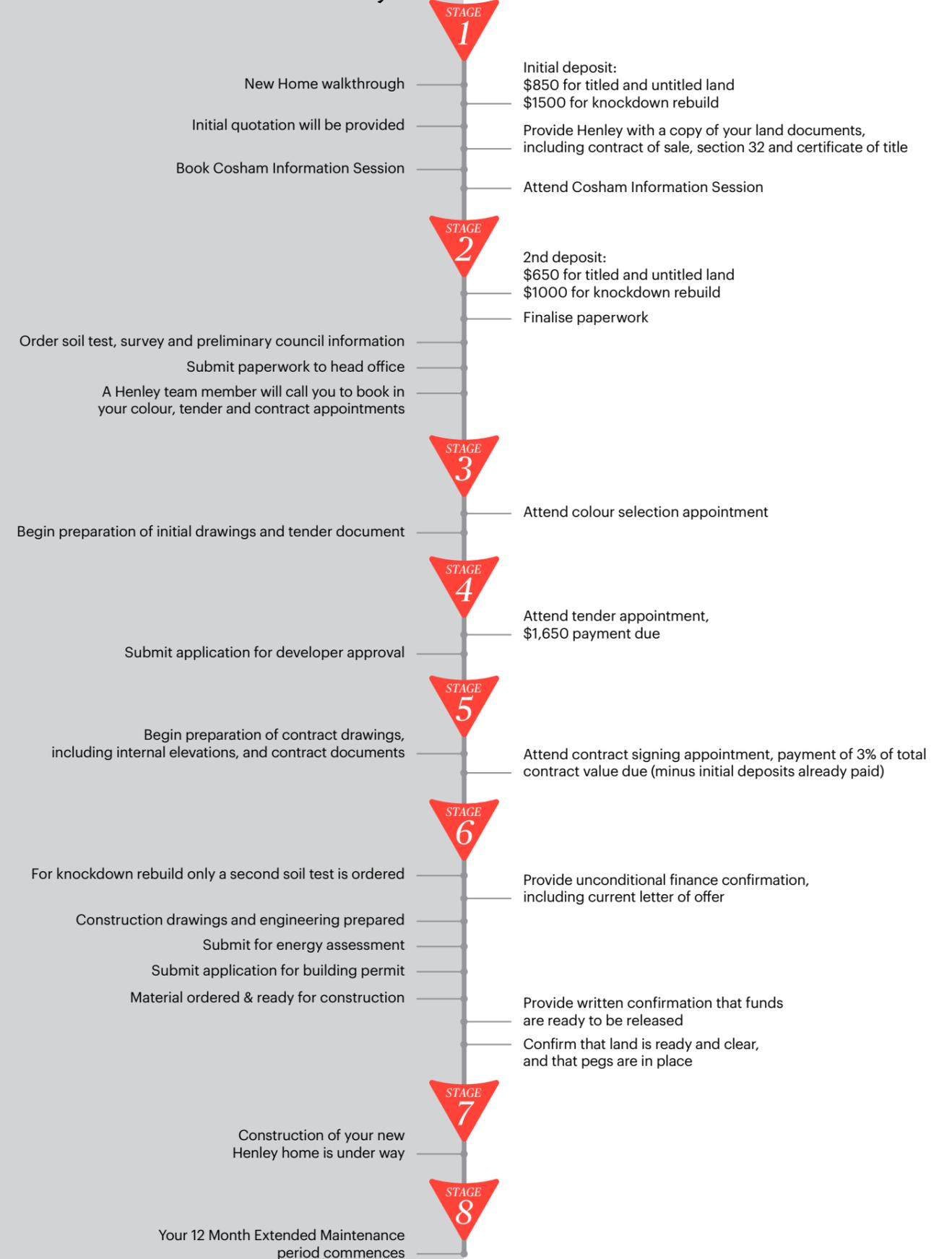
RAISED FOR CHARITY

This overview and step by step guide to building your Henley home should be used as a guide only. All photos and illustrations are for illustrative purposes and should be used as a guide only.

Your building process

Henley

CLIENT



This overview and step by step guide to buying your Henley home should be used as a guide only. Order of steps may vary and are subject to change based on finance approval, dispensations, planning and developer approvals, requested changes to standard home plans and when land is titled.



Henley

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Opening hours

Monday – Friday 9am – 5pm

Cosham Interiors

395 Ferntree Gully Road
Mount Waverley
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Home Assurance Department

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