

IMPORTANT INFORMATION  
please read this first

# experienced builder assess application form

This application form is to help us decide whether or not we will provide you with eligibility for Residential Construction Warranty Insurance.

If we decide to provide you with eligibility, we rely on the information you give us in this form. So it is important that you answer all questions in this form truthfully and frankly.

**Privacy Statement**

The Privacy Act 1988 (as amended) now applies and requires us to inform you that:

**Purpose of collection**

We collect personal information for the purposes of: providing insurance services to you, including to evaluate your application, to evaluate any request for a change to any insurance provided; to provide, administer and manage the insurance services following acceptance of an application; to investigate and, if covered, manage claims made in relation to any insurance you have with us or other companies within the same group.

The personal information collected can be used or disclosed by us for a secondary purpose related to those purposes listed above, but only if you would reasonably expect us to use or disclose the information for this secondary purpose. However for sensitive information, the secondary purpose must be directly related to the purposes listed above.

**Disclosure**

We may disclose your personal information (and receive some personal information from), when necessary and in connection with the purposes listed above, to other companies within the same group, your insurance broker or our agent, Government bodies, loss assessors, claim investigators, reinsurers, other insurance companies, mailing houses, claims reference providers, other service providers, hospitals, medical and health professionals, legal and other professional advisers.

**Consequences if information is not provided**

If you do not provide us with the information we need we will be unable to consider your application for insurance cover, administer your policy or manage any claim under your policy.

**Access**

You can request access to the personal information by contacting a Vero office at the address shown below.

In some circumstances we may not agree to allow you access to some or all of the personal information we hold about you such as when it is unlawful to give it to you. In such cases we will give you reasons for our decision.

**Privacy Statement issued**

Vero Insurance Limited, 465 Victoria Avenue, Chatswood, NSW 2067.

**Collection required by law**

Your personal information is, in part, collected in order to comply with (insert name of legislation).

**Section 1 business details**

**Business Details**

Your business trades as a

Sole Trader  Meaning 1 owner, unlimited liability to sole owner

Partnership  2 or more owners, unlimited liability to all partners

Company

Trust

Name of Business

Name of Designated Practitioner / Licensed Holder

ABN

Office Address   
  
State  Postcode

Postal Address   
  
State  Postcode

Business Telephone (  )

Business Fax (  )

Mobile

**Primary state where business carried out**

Licence Number

Name on Licence

**Other state(s) where business carried out 1**

Licence Number

Name on Licence

**Other state(s) where business carried out 2**

Licence Number

Name on Licence

**Previous Building Experience**

*Your building experience over the past 5 years other than as principal of this business?*

**Business 1**

Position Held

Dates Position Held  /  /  to  /  /

**Business 2**

Position Held

Dates Position Held  /  /  to  /  /

**External Accountants**

Company Name

Contact Name

Telephone (  )

**Trade Credit Reference**

Please provide the names of 3 building material suppliers who can confirm your credit history if available.

**Company 1**

Telephone (  )

Fax (  )

**Company 2**

Telephone (  )

Fax (  )

**Company 3**

Telephone (  )

Fax (  )

**Section 2 history**

What date did you commence to trade as a business?

/  /

What was the largest residential project managed or built by you in the past 5 years?

Job Description

Your role on the site

Contract Value

\$

Year Completed

/  /

**Section 3 architect tender approval**

1. Have you or any business for which you were a director or principal ever insured with another home warranty insurer?

No  Yes  Please provide details below

2. Are you presently insured with another warranty insurer for ongoing work?

No  Yes  Please provide details below

3. Have you or any business for which you were a principal or director ever had a builder's licence refused or cancelled in any state or territory of Australia?

No  Yes  Please provide details below

4. Have you or any business for which you were a director or principal ever been declined home warranty insurance?

No  Yes  Please provide details below

5. Have there ever been any matters handled by the Statutory Building Disputes Tribunal that resulted in orders for rectification or payment against you or any business for which you were a director or principal?

No  Yes  Please provide details below

6. Have you ever been a director, principal or manager of a business which ever was in external administration, liquidation, receivership or any arrangement (formal or informal) to repay outstanding debts with creditors?

No  Yes  Please provide details below

7. Have you ever been in bankruptcy or under a trustee in bankruptcy?

No  Yes  Please provide details below

8. Have you ever previously insured with Residential Construction Warranty in a different business name?

No  Yes  Please provide details below

9. Do you currently have any bank guarantee lodged with any other insurer?

No  Yes  Limit

10. Do you have a deed of indemnity with any other insurer?

No  Yes  Please provide details below

11. Is any other form of security held by another warranty insurer?

No  Yes  Please provide details below

Please provide details for any questions answered YES from above.

Are you intending to apply for building contracts tendered to architects?

No  Yes  Please provide 2 references for work previously completed in a builder or management role architects

**Architectural Firm 1**

Contact

Address

State  Postcode

Telephone

Job Address

State  Postcode

Your role in the project

Contract Value  Year Completed

\$  / /

**Architectural Firm 2**

Contact

Address

State  Postcode

Telephone

Job Address

State  Postcode

Your role in the project

Contract Value  Year Completed

\$  / /

**Section 4 maximum contract limits requested**

Houses	Dollars	How many?
How many houses do you wish to build in a year?		houses
What is the anticipated highest contract value for any one house?	\$	
Alterations		
How many alterations and additions do you wish to do in a year?		alterations
What is the anticipated highest contract value for an alteration or addition?	\$	
Improvements		
How many non-structural contracts (improvements) do you wish to do in a year? (Do not include work as a subcontractor.)		improvements
Units		
How many units or villas (up to 10 per site) do you wish to build a year?		units
What is the anticipated highest value of any 1 unit or villa?	\$	
Multi Unit Developments		
Do you intend to build multi unit developments in Victoria (over 10 per site under 3 storey)?		multi units
Do you intend to build multi unit developments in New South Wales (over 4 per site under 3 storey)?		multi units
What is the anticipated maximum building price of such a development?	\$	
High Rise Developments		
Do you intend to build high rise developments (over 3 storey)?		high rise
What is the anticipated maximum building price of such a development?	\$	

**Section 5 maximum turnover limits requested**

Under \$500K       Between \$500K and \$2.5m       \$2.5m and above

Turnover Breakdown	Last Financial Years as at / /		Previous Financial Year	Annual Limit Requested
Subcontracting or other turnover	\$		\$	\$
Residential contracts turnover	\$		\$	\$
Residential turnover not requiring home warranty insurance	\$		\$	\$
Residential turnover in own specs	\$		\$	\$
Number of commercial projects	\$		\$	\$
Commercial contracts turnover	\$		\$	\$
Commercial turnover in own specs	\$		\$	\$
<b>Total business turnover</b>	<b>\$</b>		<b>\$</b>	<b>\$</b>

If NO building activity in past 2 years, what has been the nature of your employment or business over the past 3 years?


**Section 6 required supporting financial reports**

If there has been any business trading, including subcontracting in the past 2 years, financial reports must accompany this application. If the trading was through a previous different entity please provide accounts for that entity.

**The following financial reports not older than 6 months are required.**

**Sole Traders and Partnerships**

1. Past 2 years Profit and Loss Statements including Trading Statements (Tax Returns are acceptable if no separate Profit and Loss Statements are available).
2. Statement of Personal Assets and Liabilities of each Principal.

*Now proceed to Section 7.*

**Companies and Trusts Only**

1. Past 2 years Profit and Loss Statements including Trading Statements.
2. Balance Sheet and Notes to Accounts.
3. Statement of Personal Assets and Liabilities for each director.
4. If a Trust, please provide a schedule of the beneficiaries and a copy of the trust deed.

*Please continue...*

**Names of ALL Partners / Directors of this business**

**Partner 1 / Director 1**

Date of Birth

Building Licence Number held by individual *(if applicable)*

Previous building experience if other than this business for past 2 years

Business

Position Held

Dates Position Held

to

Business

Position Held

Dates Position Held

to

**Partner 2 / Director 2**

Date of Birth

Building Licence Number held by individual *(if applicable)*

Previous building experience if other than this business for past 2 years

Business

Position Held

Dates Position Held

to

Business

Position Held

Dates Position Held

to

**Shareholders / Trust Unit Holders *(if not applicable)***

**Name 1**

**Name 2**

**Name 3**

**Name 4**

**Trusts Only**

Trust Type

Discretionary

Unit

Fixed

Trust Name

Trustee **(applicant)**

**Section 7 personal assets and liabilities for all sole traders, partners and directors**

*If business is a partnership, each partner must complete this section (photocopy if necessary).  
Please complete sections where applicable. Use a separate sheet for further details.*

Business Name  ABN

Name of Sole Trader/Partner/Director

<b>Assets</b>	<b>Value</b>	<b>Liabilities</b>	<b>Value</b>
Principal residence at <input type="text"/>	<input type="text"/>	Mortgage loan with <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
House at <input type="text"/>	<input type="text"/>	Mortgage loan with <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
House at <input type="text"/>	<input type="text"/>	Mortgage loan with <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Business premises at <input type="text"/>	<input type="text"/>	Mortgage loan with <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other properties / vacant land at <input type="text"/>	<input type="text"/>	Mortgage loan with <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Motor vehicle <input type="text"/>	<input type="text"/>	Vehicle finance with <input type="text"/>	<input type="text"/>
Make <input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Model <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
Motor vehicle <input type="text"/>	<input type="text"/>	Vehicle finance with <input type="text"/>	<input type="text"/>
Make <input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Model <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>
Other investments <input type="text"/>	<input type="text"/>	Finance with <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Cash on deposit with <input type="text"/>	<input type="text"/>	Bank overdraft with <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Business equipment and tools of trade <input type="text"/>	<input type="text"/>	Equipment finance with <input type="text"/>	<input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Work in progress <input type="text"/>	<input type="text"/>	Credit card and other personal debts <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Trade receivables, loans and other monies owed to you <input type="text"/>	\$ <input type="text"/>	Trade payables, loans and other monies owed by you <input type="text"/>	\$ <input type="text"/>

**Additional Partners and Directors to complete one form each.**

Business Name

ABN

Name of Sole Trader/Partner/Director

<b>Assets</b>	<b>Value</b>	<b>Liabilities</b>	<b>Value</b>
Principal residence at		Mortgage loan with	
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
House at		Mortgage loan with	
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
House at		Mortgage loan with	
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Business premises at		Mortgage loan with	
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other properties / vacant land at		Mortgage loan with	
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Motor vehicle		Vehicle finance with	
Make		<input type="text"/>	\$ <input type="text"/>
Model		<input type="text"/>	
Year	\$ <input type="text"/>	<input type="text"/>	
Motor vehicle		Vehicle finance with	
Make		<input type="text"/>	\$ <input type="text"/>
Model		<input type="text"/>	
Year	\$ <input type="text"/>	<input type="text"/>	
Other investments		Finance with	
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Cash on deposit with		Bank overdraft with	
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Business equipment and tools of trade		Equipment finance with	
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Work in progress		Credit card and other personal debts	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Trade receivables, loans and other monies owed to you	\$ <input type="text"/>	Trade payables, loans and other monies owed by you	\$ <input type="text"/>

## Section 8 statement by sole trader, partners and directors

1. The accompanying Statement of Financial Performance (Profit and Loss Statement) is drawn up so as to give a true and fair view of the results of the company for the year ended
2. The accompanying Statement of Financial Position (Balance Sheet) is drawn up so as to give a true and fair view of the state of affairs of the company as at
3. As at the date of this statement there are reasonable grounds to believe the company will be able to pay its debts as and when they fall due.
4. The accompanying accounts have been prepared in accordance with approved Accounting Standards.

Declared by: print name

For and on behalf of

Signature

Date

## Section 9 builder declaration

I/We acknowledge that if insurance is granted in respect of any building under the policy issued by the insurer Vero it is the owner who is insured and not me/us as the applicant/builder.

I/We confirm that the details on this application form are true and represent a fair and accurate representation of the affairs of the applicant(s).

I/We acknowledge that the insurer reserves the right to reject any application for insurance and seek additional information from me/us as required from time to time.

Completion of this application or acceptance by the insurer does not create any contract of insurance or give the right to insurance. A separate application must be made in respect to each site address.

### For personal applicants

I consent to:

- the use of personal information about me for the purposes shown in the Privacy Statement, and
- the disclosure of personal information about me to, and obtaining personal information from, other parties, including those shown on the Privacy Statement, for any of these purposes.

### For all applicants

If I have disclosed personal information about any other person, I confirm that I am authorised to:

- disclose to you personal information about that person and to consent to its use for the purposes shown in the Privacy Statement, and
- consent to disclosure to, and obtaining of other personal information about that person from, other parties, including those shown in the Privacy Statement, for any of these purposes.

Vero, its officers and insurers, are hereby authorised (from time to time and at any time) to seek such information as they may require concerning the financial position of the applicant from:

1. Suppliers of materials and services, or subcontractors; and/or
2. Credit reporting agencies; and/or
3. The accountants named in this application and providing financial information on my behalf from time to time. Such accountants are authorised and instructed to provide such information to Residential Construction Warranty as it requires whenever requested to do so.

I/We agree to reimburse Vero for their reasonable costs of investigating any claim. This only applies if we act unreasonably in respect to the claim.

Declared by: print name

For and on behalf of

Signature

Date

Applications should be returned to:

### Accredited Insurance Broker details

Name

ABN

Address

Telephone

Fax

Broker Number