



# Owner-Builder Application Form

## Home Warranty Insurance

- This form is to be completed by an Owner-Builder who is selling the property within six (6) years of completing the Owner-Builder work.
- For any assistance in completing this form, please contact your Insurance Broker.
- Please ensure; all sections are completed, payment method is specified and the declaration is signed, prior to lodgement with your Insurance Broker.
- References in this form to 'builder' and 'building work' include trade and other building contractors work.

### Section 1 - Property Owner Details

Name(s) of all registered owners of the property

Name 1

Name 2

Postal Address (Not a PO Box address)

Suburb

State

Postcode

Trading or Company Name (if applicable)

ABN

Forwarding address after the property is sold

Suburb

State

Postcode

Business Phone No.

Mobile No.

Email Address

Are you entitled to claim an Input Tax Credit on the premium?

No

Yes



If Yes, how much (100% or other)?

### Section 2 - Address of Property for Sale

Lot No.

or

Street No.

Street Name

Suburb

Postcode

Is there more than one dwelling on the property?

No

Yes



If Yes, the number of dwellings?

Please complete separate application form for each dwelling on sale under the owner-builder permit.

### Section 3 - Owner-Builder Details

Name of the Owner-Builder (as per the Owner-Builder Permit issued by NSW Fair Trading)

Owner-Builder Permit Issue Date

Permit Number



Please attach a copy of the Owner-Builder permit

## Section 4 - Owner-Builder Work Details

- |   |  |
|---|--|
| <input type="checkbox"/> New Single Dwelling                  | <input type="checkbox"/> Erection of Kit Home                      |
| <input type="checkbox"/> Alteration/Addition (Structural)     | <input type="checkbox"/> Swimming Pool                             |
| <input type="checkbox"/> New Unit/Duplex/Villa (Max 2)        | <input type="checkbox"/> Renovation/Improvements (non-structural*) |
| <input type="checkbox"/> Other (specify) <input type="text"/> | <i>*Includes kitchens, bathrooms, carport and pergolas</i>         |

Please provide a brief description of the owner-builder work undertaken:

Have you obtained the Termite Treatment Compliance Certificate AS3660 for this project?

Yes  No  ► If No, please provide the reason. If Yes, please attach a copy of the certificate.

Date work Commenced

Date work Completed

Date of Occupancy by Homeowner




## Section 5 - Details of all Contractors/persons who have carried out work

*(Must include licensed waterproofing membrane installer for bathrooms/balconies, geotechnical engineers, electrician, plumbers etc.)*

Type of Work	Contractor's Name	Contractor's Licence No.	Contact No.	HW Insurer	Cost of work done

Total cost of Building Work (including materials)

Name of Principal Certifying Authority

Date of Occupation Certificate

*Please attach a copy of the Occupation Certificate*

## Section 6 - Independent Building Consultant/Inspector Details

Name of the Building Consultant/Inspector

Business Telephone Number

Mobile Number

Email Address

Licence/Registration Number

Qualifications / Memberships

Professional Indemnity Cover (\$)

Insurer's Name

**Please attach a copy of the Independent Inspection Report (i.e. the 'Defect Report' for the owner-builder work)**

*The person providing the inspection report must be independent of the owner-builder.*

*The report should not be older than six months from the date of this application.*

## Section 7 - Personal Background Information

Have you at any time ever been refused or declined Home Warranty Insurance? Yes  No

Have you purchased Home Warranty Insurance as an Owner-Builder within the last five years? Yes  No

Have you held a licence or certificate as a builder or trade contractor? Yes  No

Have you ever had a claim against you or been directed to repair/replace defective workmanship as a result of a complaint by a homeowners? Yes  No

Is there any relationship between the owner-Builder and the Purchaser? Yes  No

Is there any relationship between the Owner-Builder and the Inspection Report provider? Yes  No

Have you ever been declared bankrupt or entered into a deed of assignment/composition or been subject to a legal judgement or are currently involved in any legal proceedings? Yes  No

If you answered 'Yes' to any of the above questions, please provide full details in the space below:

## Section 8 - Privacy Statement

NSW Self Insurance Corporation (**SICorp**) is a statutory corporation constituted under the *NSW Self Insurance Corporation Act 2004* (NSW) and is responsible for carrying on the business of providing home warranty insurance for building work done in New South Wales that requires such insurance under the *Home Building Act 1989* (NSW).

SICorp is regulated by the *Privacy and Personal Information Protection Act 1998* (NSW) and is required to provide the following information to you in relation to your personal information.

## **Purpose of Collection**

SICorp, through its agents, collects and holds personal information (information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion and which relates to a natural living person) for the purpose of providing building home warranty insurance (insurance) in relation to building work requiring such insurance, including:

- evaluating your application;
- providing, administering and managing the insurance services following acceptance of an application; and
- investigating, and if covered, managing and processing claims made in relation to any insurance you have applied for with us.

SICorp and its agents, collect and hold personal information in connection with the purposes listed above, through this application and also from other State or Federal government bodies, your intermediary, our insurance agents, loss assessors, claims investigators, re-insurers, insurance companies, mailing houses, claims reference providers, trade credit reference sources, financial assessors, other service providers, legal and other professional advisers.

Examples of personal information collected include:

- your insurance claim history;
- your credit history;
- your financial status and history; and
- your corporate directorship history.

## **Disclosure**

SICorp or its agents may disclose your personal information in connection with the purposes listed above or as otherwise authorised or required by law, to other State or Federal government bodies, your intermediary, our insurance agents, loss assessors, claims investigators, re-insurers, insurance companies, mailing houses, claims reference providers, trade credit reference sources, financial assessors, other service providers, legal and other professional advisers.

## **Consequences if information is not provided**

Supply of the information sought in this form is not required by law, however, if you do not provide us with this information we will be unable to consider your application for eligibility, administer any policy or manage any claim under the policy.

## **Access**

You can request access to, and correction of, your personal information by contacting the Privacy Contact Officer of your insurance agent, through whom you or your intermediary have sought insurance, and to whom your information has been provided as our agent. 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.

NSW Self Insurance Corporation, PO Box A2615, Sydney South, NSW 1235

**DO NOT** send this form to the above address – lodge the form with your Insurance Broker. This address is provided in accordance with the *Privacy and Personal Information Protection Act 1998*.

## **Section 9 - Owner-Builder Declaration**

This declaration is to be executed by the Owner-Builder (i.e the person whose name appears on the permit).

I declare that by completing this application and making this declaration, I appoint the intermediary to whom this application is provided as my Insurance Broker (Intermediary) for the purpose of applying for Home Warranty Insurance with SICorp.

I confirm that the details on this application form are true and represent a fair and accurate representation of the affair(s) of the applicant. If any of the information disclosed in this application alters or materially changes,

I will notify our intermediary immediately.\*

I acknowledge that SICorp, or its agent, may seek additional information from me or our intermediary as required from time to time.

I declare that I am currently solvent and in its capacity can meet all of its financial obligations as and when they fall due.

I acknowledge that SICorp, or its agent, reserves the right to reject this application.

I acknowledge that if my application for home warranty insurance is accepted by SICorp, it is the purchaser and the successors in title to the purchaser who are the beneficiaries and not the applicant/Owner-Builder.

I/We have read and understood the Privacy Statement section in this application.

**For personal applicants**

I consent to SICorp and its agents collecting, using and disclosing my personal information in accordance with the Privacy Statement.

**For all applicants**

If I have disclosed personal information in this form about any other person, I confirm that I am authorised to disclose this information to SICorp and its agents and to consent (and do consent) on that person's behalf to collection, use and disclosure of this and other personal information about them in accordance with the Privacy Statement.

Declared by the owner-builder permit holder (name)

Signature

Date

*\*NB: Section 103EA of the Home Building Act 1989 (NSW) provides that it is an offence for a person, in connection with an application to an insurer for home warranty insurance, to make a statement (whether orally, in a document or in any other way) knowing that, or being reckless as to whether, the statement is false or misleading or omitting any matter or thing without which the statement is misleading in a material particular. Such an offence may be punishable by a penalty of up to \$22,000.*

**Section 10 - Payment Method**

▶ Paying by Credit Card:

- We accept Master and Visa cards only.
- Ensure you pay the total amount including the credit card surcharge as per your premium chart.
- Premium will only be accepted for individual invoices and must be made in full.
- Any changes or corrections must be authorised by the cardholder's signature.
- Please enter your credit card details in the section below.

Master Card     Visa

Amount	Card Number	CCV No.	Expiry Date
<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"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>

Name of the card holder (as shown on the card)	Signature
<input type="text"/>	<input type="text"/>

▶ Paying by Cheque : Please ensure your cheque payment is made payable to your nominated Broker and is attached to your Application Form.

***Please complete the checklist on next page***

# Application Checklist

Please ensure all relevant boxes are ticked to indicate that you included the details and supporting documents for successful lodgement.

- Independent Defects Report\*.
- Copy of Certificate of Title/Council Rate Notice.
- Copy of the Occupation Certificate.
- Copy of the Owner-Builder Permit.
- Fully completed application signed by the Owner-Builder permit holder.
- Copy of the Development Consent and Construction Certificate or complying Development Certificate.
- Copy of Termite Treatment Report/Recent Inspection Report.
- Copy of the Electrical and Plumbing Compliance Certificates.
- Copy of Current Professional Indemnity Cover of the above Inspector.

\*Person providing Defect Report must be independent of the owner-builder and not older than six (6) months from the date of application. The report can be completed by a registered/accredited building surveyor, consultant, inspector, engineer or architect in the State of NSW or accredited and insurer approved inspectors from any other State.