



**CARLISLE**

*Life's better*

**EASYLIVING BUILDING PROCESS**



*easy*  
LIVING



# BUILDING PROCESS






Congratulations and thank you for visiting one of our EasyLiving Centers which marks the start of your journey with Carlisle Homes.

You have now been greeted by one of our professional Sales Consultants who will gain a greater understanding of your location, additional options, budget and desired requirements.






## Finance Pre-approval

-  Loan Studio Finance consultant to provide a no-obligation pre approval either in the office or by phone within 24 hours.
-  Sales consultant to discuss with client the EasyLiving product, inclusions and process.
-  Client to receive finance qualification from Loan Studio advising client of suitable options.

## Choose your home and land package






So now is the time to find out where you are going to live, what home will suit your needs and how long it will take to be living in your brand new Carlisle Home.

-  Sales consultant to present your home and land package options.
-  Carlisle Homes to complete preliminary siting and fixed price quote.
-  Client makes initial payment of \$2,000 which secures house price, site start allocation and any other additional inclusions. Initial \$2,000 payment is non-refundable.




Please Note: An initial deposit will also be required to secure the land.

## Make your selections


This is where you get to create the look and feel of your new home. Select colour schemes, facade and additional options.

-  Sales Consultant to walk clients through our internal and external colour schemes options.
-  Client selects facade, colour schemes, electrical and structural options within 21 days of deposit. It is important that your selections are finalised as we will now prepare your contract and drawings.
-  Carlisle Homes to present draft HIA contract for clients viewing prior to signing.
-  Client to provide Carlisle Homes with sale of land contract including clear copy of plan of subdivision or proof of land ownership and a compaction report for titled land.
-  Now it's time for your Client Liaison Executive to contact you and introduce themselves, arrange your contract appointment and answer any queries you may have.






## Contract Signing Appointment

-  Carlisle Homes will prepare and send the Building Contract to the client prior to Contract Signing Appointment.
-  Client will be invited to a virtual Contract Signing Appointment with their Client Liaison Executive. Client is to review the Building Contract ahead of this appointment in preparation for signing.
-  Client pays the balance of 5% deposit upon signing the Building Contract
-  Client to complete a Customer Experience and Satisfaction Survey.

Now that your contract has been signed we will guide you through the next steps based on your land title forecast.

-  Contract appointments will be held Monday to Friday between 9am - 4pm.




## Site Start Preparation

-  Carlisle Homes to send signed contract documents to clients lending body for finance approval.
-  Carlisle Homes to apply for Building Permit and Developer Approval.
-  Your Client Liaison Executive will guide you through the various functions in preparation for site start. These include, but are not limited to; third party approvals, proof of land settlement and loan documentation.
-  Clients to sign final construction drawings prior to site start.
-  Building Permit issued and sent to lending body by Carlisle Homes.

Congratulations your new home is ready to commence construction. The stages are as follows:







## Commencement of Building Works

This is the official start of the construction process.

-  Client to ensure site is clear and ready for construction commencement. Client Liaison Executive will provide clear instruction as to what is required.
-  An excavator will complete a site cut to provide a building platform for your concrete slab. A temporary fence will be installed at this stage.
-  Carlisle Homes to send an email confirming construction has commenced.






## Base Stage

The foundations are prepared and the concrete slab is poured. This is the first major milestone in the construction stage of your new home.

-  Construction Supervisor to call customer for introduction.
-  The set out is complete followed by the drains and underground services being installed. Slab preparation commences.
-  A qualified Building Surveyor will complete inspections of your concrete slab prior to completion.
-  Once the slab has been poured, your base stage is complete.
-  Client is welcome to inspect this stage with the Construction Supervisor. If you wish to do so, please contact them directly. Please note, payment is due within 7 days of the invoice date.
-  **First Progress Payment is due 15% of contract value.**

## Frame Stage

During this stage the walls are built and the roof trusses are installed.

-  Framing Carpenters construct the wall frames and erect the roof trusses for the roof tiles to be laid.
-  A qualified Building Surveyor will complete an inspection of your frame.
-  A quality control inspection is completed.
-  Client is welcome to inspect this stage with the Construction Supervisor. If you wish to do so, please contact them directly. Please note, payment is due within 7 days of the invoice date.
-  **Second Progress Payment is due 30% of contract value.**



# BUILDING PROCESS

Please Note: The lock-up and fixing stages have certain components that can occur concurrently during the building process.



## Lock-Up Stage

During this stage your home is effectively locked-up.

- The external wall cladding, roof tiles, external doors and windows are installed.
- The lock-up stage doesn't include the completion of eaves but does include the rear cladding on a double storey.
- Client is welcome to inspect this stage with the Construction Supervisor. If you wish to do so, please contact them directly. Please note, payment is due within 7 days of the invoice date
- Third Progress Payment is due 19% of contract value.**

## Fixing Stage

During this stage you will see the inside of your new home take shape.

- Plaster to the internal walls and ceiling is complete. Skirting boards, architraves, internal doors and cabinetry are installed.
- A quality control inspection is completed.
- Client is welcome to inspect this stage with the Construction Supervisor. If you wish to do so, please contact them directly. Please note, payment is due within 7 days of the invoice date.
- Fourth Progress Payment is due 21% of contract value.**

## Getting ready to move in

This is the final stage of construction of your new home.

- During this stage, you will see the painting and tiling completed. The electrical and plumbing fit-offs, stone bench tops (where applicable), door furniture, shower screens and mirrors are installed. Any external render will also be completed (where and if applicable).
- Towards the end of this stage your Construction Supervisor will arrange for your new home presentation. This appointment is a chance for your Construction Supervisor to present the home and point out all of the amazing features. A settlement date will be confirmed with you at this appointment which generally takes place within 7 to 14 days.
- A quality control inspection is completed.
- A qualified Building Surveyor will complete the final inspection and issue a Certificate of Occupancy.
- Client to forward Certificate of Occupancy to financial institution to release final payment.

Please note: A bank cheque or bank transfer is required for final payment. If a bank transfer is completed, please ensure transfer is made at least two clear business days prior to settlement.

## Handover

Congratulations! Your new home has been completed and is ready for you to move in.

- On the day of settlement the Construction Supervisor will conduct an onsite handover. Appliances will be installed at an agreed time after settlement has taken place.
- Client is to make final payment via bank cheque or bank transfer. This amount includes the last stage payment and any unpaid variations. Once paid, the keys and settlement pack will be presented by your Construction Supervisor.
- Client completes a Customer Experience and Satisfaction Survey after handover.
- Fifth and Final Progress Payment is due at settlement 10% of contract value plus any unpaid variations.**

# Things you need to know

## Asset Protection Permits

You will need to obtain an Asset Protection Permit from Council for the duration of construction of your new home and provide to Carlisle Homes. This permit protects you against paying for existing damage to Council Infrastructure, including vehicle crossings, footpaths, nature strips, etc. of your new home.

## Payment Process

All payments are nominated in the HIA Building Contract and are as follows:

- Deposit 5%
- Base 15%
- Frame 30%
- Lockup 19%
- Fix 21%
- Completion 10%

## EasyLiving Support

**Carlisle Homes virtual customer support team**

If you are waiting for land to title, you will be guided by EasyLiving Support where you will receive monthly emails with helpful information. During this phase Carlisle Homes will prompt you for any information or documentation and we will liaise directly with your Developer for land updates.

Upon land registration you will be transferred from EasyLiving Support to a dedicated Client Liaison Executive who will begin preparing your project for site start.

## Site Preparation

In preparation for your site start, Carlisle will complete a pre-site inspection to assess the block.

You may be required to clear rubbish from the site, ensure the block is free of all old or unused services, mow the grass and ensure there is clear access to the property.

As part of this pre-site inspection we will also check if your survey pegs are in place. The cost for this survey will be included in the tender/contract and will be refunded in full if the survey is not required.

A re-establishment survey will definitely be required based on the following criteria:

- A survey peg(s) is not visible prior to the commencement of construction.
- The proposed garage is setback 0mm off the boundary and any adjoining properties (beside and rear) have commenced construction regardless of survey pegs being visible. A garage wall cannot encroach at all into a neighboring property and once construction begins adjoining the property is when boundary pegs are most likely to be moved.
- The set-out contractor is not confident in relation to the location of the survey pegs regardless of whether they are visible or not and regardless of whether adjoining properties have commenced construction.

## Established Fencing

Older fences on boundaries may need to be assessed and removed for the construction of your new garage.







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