

# 8 EASY STEPS TO BUILD WITH MOJO HOMES



Thank you for choosing MOJO Homes to quote and build your new home, we can't wait to help you create a vibrant home that is unique to you.

We are totally committed to holding your hand throughout the entire building process - from the moment we help you select your unique design to the day we hand over the keys.

So, to help you understand the process a little better, we have outlined the steps that we'll need to work through together as we build your new home.

And, if you have any questions at any stage, please do not hesitate to ask us!



## THE PRE-CONSTRUCTION PHASE

**Let's take a walk through building your stunning new MOJO home...**

### 1 FREE Site Inspection\* & Proposal Request

#### Please provide to your New Home Sales Consultant:

- The contact details of each person to be nominated in the Proposal
- Confirmation of your preferred home design, inclusions and options requests
- Your land details and associated information (listed below)
  - Council 10.7 Certificate
  - Evidence of Land Ownership (if available)
  - 88B Instrument or Draft Copy
  - DP (Deposited Plan) Or Draft Linen
  - Bushfire report (If applicable)
  - Flood Report (If applicable)
  - Acoustic Report (If applicable)
  - Confirm name and postal address (e.g. driver's licence)

#### Then we will:

- Organise a site inspection including spot levels on site by a registered surveyor
- Provide a Proposal for your new MOJO Home

\*For Knockdown & Rebuild customers a \$1,000 deposit is required to obtain tests and surveys

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## 2 Proposal Acceptance

Our professional team will prepare your Proposal, including all known costs, prior to you making a commitment to MOJO Homes so you know what is included in your home.

Your New Home Sales Consultant will present your initial Proposal in detail and ensure we have captured all requirements for your new MOJO Home.

### Please do the following:

- Accept your initial Proposal and pay the Acceptance Fee - this goes towards the cost of your home
- Finalise all structural variations and major house design decisions and sign the Deposit Variation Agreement (we only need structural and standard options at this stage, we will get to the colour selections soon)
- Provide any relevant and current documentation (if not provided earlier. Refer to list in Step 1)

### Then we will:

- Introduce you to your Client Relations Consultant (CRC) who will be with you from now until commencement of construction
- Your CRC will be in contact to say 'Hi!'
- Your CRC will coordinate any reports that your land may require, of which you were not able to provide
- The MyChoice Design Studio will be in contact to book an initial walk-through appointment to familiarise yourself with all the products, finishes & fixtures available for you
- Your CRC will organise for your final amendments and options, these will be prepared as a Final Proposal for your approval

(Should your land be unregistered, you will be issued with an Interim Final Proposal for your approval)

## 3 Final Proposal Acceptance & Consolidated Tender

Your CRC will provide you with a Consolidated Tender document, capturing any changes or promotions finalised upon your Proposal acceptance.

### Please do the following:

- Check the Consolidated Tender to ensure you are happy with everything included

### Then we will:

- Arrange our Tender Presenter to meet you in our office to go through your Consolidated Tender

(Should your land be unregistered, you will be issued with an Interim Consolidated Tender for your approval)

### Please do the following:

- Attend your appointment to check & sign the Consolidated Tender and Plans with our Tender Presenter, approving that everything is correct and ready to proceed

### Then we will:

- Complete a full set of Plans ready for your Building Agreement and the lodgement for approvals
- Provide you with a draft copy of the Building Agreement for you to review
- Arrange for the MyChoice Design Studio to arrange appointments for you to complete your Building Agreement and Colour Selections



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## 4 Building Agreement/External Selections Appointment

You will attend your first appointment in the MyChoice Design Studio to complete all External Colour Selections, followed by a second appointment to sign your Building Agreement.

### Please do the following:

- Attend an appointment at your local Austral Bricks Design Studio to get a head start on your External Colour selections (n/a if your home will be constructed with Hebel)
- Attend an appointment with your MyChoice Interior Design Consultant to finalise all External Colour selections and view all your kitchen and bathroom plans. Following this, attend an appointment with your CRC to sign your Building Agreement when you're happy and understand everything
- Provide a copy of your Building Agreement to your Financial Lender

(Knockdown & Rebuild - If you are knocking down your existing home, now is the time to start planning and obtaining approvals to demolish)

**We won't progress any further until the Building Agreement is signed.**

## 5 Building Approvals

### We will:

- Order any additional reports/plans required for your approvals
- Lodge your plans with Council or a Private Certifier for approval (also the Land Developer, Water Board and Mines Subsidence Board if applicable)
- Your CRC will keep you updated with the progress of the approvals

(Knockdown & Rebuild - Once your new home is approved you can now arrange to have your existing home demolished)

### Please do the following:

- Continue to liaise with your Financial Lender to organise your full approval, ready for the next stage

(If your land is unregistered, please keep your CRC updated with these details. As soon as there's access to your land, MOJO Homes will obtain all relevant reports and details in preparation to lodge your building approvals)

## 6 MyChoice Appointments - Internal Colour Selections and Electrical

**While our professional team is hard at work obtaining your approvals for your new home you will:**

- Meet with your MyChoice Interior Design Consultant and select the finishing touches for your home, including kitchen finishes, paint, tiles and fixtures etc
- Attend an appointment with your MyChoice Interior Design Consultant to finalise your electrical fit-out, this is separate to your Internal Selections appointment

### Then we will:

- Provide you with a Post Contract Variation outlining all costs associated with your selections. Please sign and return this document as this will now form part of your contract

## 7 Authority to Commence Construction (ACC)

When MOJO Homes have obtained your approvals to build and you have finalised your MyChoice Design Studio selections, we are now ready to start preparing for the construction of your new home.

### We will:

- Provide you with a copy of your Building Approval documentation so that you can supply a copy to your Financial Lender

### Please do the following:

- Provide your Financial Lender with a copy of the Building Approvals and request a copy of the Authority to Commence Construction (ACC) letter
- Provide your CRC with a copy of the ACC letter. This will allow MOJO Homes to start working on your file to commence construction. If you are self-funded, you will need to provide written evidence of the funds being available

Note: Should you be using MyChoice Home Loans for your construction loan finance we will liaise with them directly, ensuring this step is nice and simple for you.

(Knockdown & Rebuild - You will need to provide MOJO Homes with a Clearance Certificate confirming that the home has been demolished and the site is safe for MOJO Homes to start building)

## 8 Construction

MOJO Homes will start construction on site within 20 days of you providing all relevant documentation, including the ACC letter. During this time, we will complete the construction plans and orders ready to pass your file to your Construction Supervisor.

Once we are ready to start on site, your Construction Supervisor and/or Construction Coordinator will be in contact to introduce themselves.

From this point your Construction Supervisor will continue to keep you informed throughout the construction of your new MOJO Home.

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