

The logo for AFT Building Solutions is centered in the upper half of the image. It features the letters 'AFT' in a large, bold, white, sans-serif font. Below 'AFT', the words 'Building Solutions' are written in a smaller, white, sans-serif font. The background is a dimly lit bathroom with two mirrors, two light fixtures, and a wooden shelf with various items.

AFT.

Building Solutions

BUILDING PROCESS GUIDE

Thank you for enquiring with AFT Building Solutions for your project.
Enclosed is an explanation of the process involved with taking your project from the design stage right through to handing over your keys to your brand-new renovation/new home.

Design stage - Consultation

Our ideal process is to be engaged prior to any plans being drafted. As part of our **Preliminary Agreement** we act as your consultant. Through this agreement we can set you up with a draftsman or architect pending the level of detail required in your project, introduce you to interior designers we work with and engage consultants to complete the engineering and energy rating of your project. Throughout the design of your project we give feedback on engineering, floorspace and practicality to ensure your project is on budget, buildable and beautiful! We see every project as a collaboration between designers, engineers and us to get you the best result based off your budget, as part of this we will provide budget estimates based off your draft floorplans so you can design your dream project with transparency. Once a budget estimate is agreed to you can move forward with finalising plans and gaining approvals if you want to get a head start.

Selections stage - Consultation

As part of the **Preliminary Agreement** we include a selections meeting with one of our tailored suppliers which can be coordinated with one of our interior designers (for additional fees) to make selections easier. We also include onsite measure ups for Joinery and provide shop drawings as part of our **Action Plan**.

Selections will also need to be decided for the following where applicable, these selections can be made from one of our many partner suppliers with meetings that can be booked with specialists to help decide on your selections.

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| <ul style="list-style-type: none">• Tiles• Flooring• Joinery• Windows• Doors | <ul style="list-style-type: none">• Fixtures and fittings- our standard inclusions can be used to make decisions easier.• Appliances- our standard inclusions can be used to make decisions easier. |
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Action plan - Consultation

Once we have accumulated plans, engineering and energy rating reports along with your selections we present our **Action plan** in person. The **Action plan** will include a fixed price quotation based off all the above, a construction program including start and end dates for the project, client handbook to refer back to during the construction phase which outlines the construction process and both parties responsibilities during and after construction. Our aim is to limit the possibility of variations and hidden costs for your project so we ensure your project has been priced accurately and all selections have been made prior to any works starting onsite, but dont worry if you change your mind we can work with you during construction for any chnages you may want to make.

Contract Stage - Building

After the **Action plan** has been presented you are required to accept the quote either in person or by digital signature, it is here a 5% holding fee will be required to lock in your program subject to approvals. once this is complete a contract will be drawn up and signed by both parties. All insurances will be provided by AFT building solutions to satisfy any lending authorities and ensure approvals can be obtained by the local authorities. It is here that a 5% deposit will be required upon signing contracts, this has a cooling down period which is fully refundable minus any admin fees involved after contract signature.

Once the deposit is paid the project will be submitted to the local authorities for approvals, timelines for approvals are subject to the local authorities and can take up to 6 months based off the complexity and size of the project. If the plans have been submitted during the design phase we can move straight to the **Construction stage**.

Construction Stage

Once the project is approved it will be programmed based on the workload that AFT currently has, a start date will be given and if the client is moving out/ relocating to another section of the house the start date will be negotiated. Once the construction phase begins updates will be given regularly and the client will be given opportunities to walk through the project at milestone stages and confirm selections/ service locations. Being a custom home builder, we pride ourselves on making changes to projects on the go and encourage the client to speak up if they want to change minor designs or even finishes.

Handover Stage

Once AFT Building hits practical completion the client will be notified, this will move the project into the handover phase where AFT will begin a defects walkthrough with its trades prior to completing a defects walkthrough with the client. During the defects walkthrough with the client all defects agreed upon by both parties following the fair trades guidelines will be catalogued in a spreadsheet and photos taken on the day, the spreadsheet will need to be signed and dated by the client and then AFT will proceed to rectify all defects. In the background we will have begun the final certification process and have started providing all necessary documents to achieve the certificate of occupancy. This process can take up to 4 weeks. Please note that keys are not handed over to the client until the final bill has been paid.



We Build relationships

QUESTIONS?

Simply contact us below and we can assist you
with any questions you may have.

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