

Your Guarantee Application



Did you know:
You must provide either a guarantee or a waiver signed by the owner on all residential building projects you are completing. Applications must be submitted **before** work starts. Any applications sent after work starts might incur a late fee.

Documentation Requirements

| Contract type | Application form | Building contract | Copy of consented plans | Scope of work | Builder questionnaire |
|----------------------------|------------------|-------------------|-------------------------|---------------|-----------------------|
| Full contract (new home) | ✓ | ✓ | | | |
| Full contract (renovation) | ✓ | ✓ | ✓ | ✓ | |
| Spec/show home | ✓ | | | | |
| Builder's own home | ✓ | | | | |
| Labour only | ✓ | ✓ | | ✓ | |
| Multi-unit | ✓ | ✓ | ✓ | ✓ | ✓ |
| Over \$2m | ✓ | ✓ | ✓ | ✓ | |

Transferring the guarantee

- A Guarantee **cannot** be transferred before the date of settlement.
- Transfer fees are waived on spec/show home applications only – please note that in order for this fee to be waived, the vendor listed in the sale and purchase agreement must correspond to your RMBA Company name. They will be waived only when transferring from the RMB to the first purchaser/occupier of the new dwelling.
- Where the Guarantee is being transferred for the first time from the builder to a new owner, the builder is responsible for educating the purchaser on the process and timeframes of transferring the Guarantee. Transfer documents must be sent within 90 days of settlement of the property.
- If the settlement date in the sale and purchase agreement states “XX days from the date of issue of the Code Compliance Certificate” we need a copy of the Code Compliance Certificate.

Practical Completion

- MBS cannot process future dated Notices of Practical Completion. These should be sent to MBS on or after the date of practical completion.
- Notice of Practical Completion must be received by MBS before a Guarantee can be transferred to a new owner.

Please Note:
MBS reserves the right to request any additional supporting documents if it is deemed necessary for the assessment of the application.

Support numbers:
Hazelton Law – 04 472 7570
Fairway Disputes Resolutions – 0800 77 44 22

Definitions for ‘Contract Type’

- Full contract:** There is a signed building contract between two parties in place for the building work. The Master Builder is the head contractor and is providing both the labour and the materials.
- Labour Only:** The Master Builder is completing the labour component for all or part of the building work, but is not supplying the building materials.
- Spec/Showhome:** The build is being completed by and for the same company and there is no building contract for the work.
- Builders Own Home:** The build is being carried out by the Master Builder and they intend to live in it after work is completed.
- Multi-Unit/Dwelling:** Where six or more dwellings are being built at the same time. These can be either adjoining units or separate dwellings. Not available for labour only contracts.

Completing the Application Form

Your checklist for the Guarantee Application Form

Please use this checklist to make sure you have answered all the questions correctly on this form that relate to you and your building work. We can only process your application if you complete the form accurately.

You must provide a Guarantee Application Form for each individual dwelling – e.g. a duplex requires 2 separate application forms. If there are 6 or more dwellings, please refer to the multi-unit application process available on Offsite.

Please Note:

If you miss out any details we may need to contact you and there may be a delay in processing your application.



Have you specified the type of work you are planning on doing?

BUILDER

Have you specified your **legal entity name** not your trading or personal name?

Have you specified the correct address for the building work?

You must select a contract type. Please see reverse for Contract Type definitions.

OWNER

Only complete this section if you **do not** wish to take out cover for Loss of Deposit and Non-Completion. If so, has the **owner** ticked both boxes and signed and dated the section?

BUILDER

Have you signed and dated this section?

You **must** provide a contract price. If you are using a charge up schedule, please provide an estimate. For Spec/ Showhome or Builder's Own Home applications please provide the build cost only (excluding land and margin).

Please remember to include the **size** of the dwelling or works in m².

BUILDER

The builder's own reference number for this building project.

Please list here any work or materials being supplied by the owner or by separate contract

OWNER

Have you listed all your contact details correctly?

Payment must be made at the time of submitting an application. You can pay by direct credit or by credit card by providing the details on the bottom of the form. If paying online, please include your **Member ID** and the **address** of the property as a reference.

Master Build Guarantee

GUARANTEE APPLICATION FORM

This is an application only. MBS is not liable for any claim unless this Guarantee Application has been accepted by MBS. Both you and your Registered Master Builder should read all the Terms and Conditions (including Definitions) of the Guarantee prior to completing and signing this Guarantee Application.

TYPE OF BUILDING WORK

New home ☐ Renovation ☐ If a renovation, does the building work include Leaky Building repairs? Yes ☐ No ☐

REGISTERED MASTER BUILDER: (the name of your company, NOT YOUR OWN name or a trading name)

RMBA Name: ID No:

DWELLING or WORKS TO BE GUARANTEED

Address/Location: Lot No: DP No: Builder Job No:

CONTRACTED WORK

Contract Price: (see definition) \$ Size: (area of Dwelling or Works in m²)

Estimated Start Date: Estimated Completion Date:

Deposit: \$ Type of Contract: Full Contract ☐ Spec/Showhome ☐ Builder's Own Home ☐

List any work or materials being carried out either by the owner or by separate contract; (continue on extra page if necessary)

OWNER (Names MUST match exactly with those in the Building Contract)

Name(s): (Please list all owners or trustees, as per Building Contract) Is the owner a developer? Yes ☐ No ☐

Trust Name (if applicable):

Postal Address:

Phone: Email:

OPTIONAL REMOVAL OF LOSS OF DEPOSIT AND NON-COMPLETION COVERS (only the owner can complete this section)

The optional Loss of Deposit and Non-Completion components are to be **excluded** from the Terms & Conditions of the Guarantee. Tick and sign here **only if opting out of this cover**. Yes, please remove this cover ☐ I understand and have read the Terms & Conditions ☐

☒ **Signed by the owner(s):** Date:

ACKNOWLEDGEMENT AND REPRESENTATION

This Application form is part of the Guarantee. The owner must sign below unless they have received and read the Guarantee, including the Terms and Conditions. By signing, the owner acknowledges that they have been given a copy of and have read the Guarantee and accept the Terms and Conditions set out in the Guarantee.

Both the owner and the Registered Master Builder acknowledge and represent that all details included in this Application Form are true and correct and that there are no pending claims or unresolved disputes between the owner and the Builder and that they are not aware of any circumstance which could give rise to a claim under the Guarantee.

In signing this Guarantee application, the Registered Master Builder declares they are solvent, and able to meet all their debts and obligations for the duration of the contract.

Both the owner and the Registered Master Builder acknowledge that the truth of the representations set out above are essential to Master Build Services Limited.

Signed by the Registered Master Builder: (or authorised signatory)

Signature: Date:

Signed by the owner(s): (each owner or trustee named above and in the Building Contract must sign)

Owner 1: Date: Owner 2: Date: Other Owners: Date:

PAYMENT (Please ensure ALL information required above has been supplied)

Total Fee Paid: \$ MBS Bank Account No: 03 0518 014 000 000 Building Contract attached ☐

Card No: Payment made ☐

Name on Card: Expiry Date: Late Application Fee ☐

Please email this application and supporting documents to: help@masterbuilder.org.nz I authorise Master Build Services Limited to debit my card the total fee payable above.

Or post to: PO Box 796, Wellington 6140 Signed: Date:

When making payment, please include as reference the member ID of the Registered Master Builder and the address of the Property.

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