

# Home Warranty Insurance Change Application

(Form only for Western Australia, South Australia & Australian Capital Territory)

Note: This application form is to be used when seeking changes/increases to your existing Eligibility Limits:

- Maximum Insurable Annual Turnover Limit - Refer Section 1, 2, 3 & 6
- Maximum Contract Value Limit by Category - Refer Section 4 & 6
- Approval for Architect Projects - Refer Section 5 & 6

## Section 1 - Maximum Annual Construction Limit

Policy No.  Existing Limit: \$  Required Limit: \$

Please note that our underwriters will undertake an assessment of your current financial position and you will need to submit the following information/documentation:

- Full and Final Financial Statements (Profit and Loss Statement with Trading Statement, Balance Sheet and Notes to Accounts) for the last full financial year as prepared by your external Accountant and signed by the Applicant /Directors as being true and correct
- If the current year end Financial Statements are older than (6) six months, Interim Financial Statements are required (Internally prepared accounts are acceptable providing they are signed by the Applicant/Directors or External Accountant as being true and correct and are prepared utilising a recognised accounting package)
- Current Working Capital Position (Section 2) for any required limit in excess of \$5M
- Updated "Statement of Personal Assets and Liabilities" from each Director, Partner and Proprietor of the business.

## Section 2 - Current Working Capital Position

To be completed by companies seeking Residential Builders Warranty Insurance in excess of \$5,000,000.

Note: Information and Balances must not be more than 90 days old.

Name of Applicant

Current No. of Jobs  Total value \$

Current Assets	Balances as at (dd/mm/yyyy)	
Cash at bank		\$ <input type="text"/>
Trade Debtors	Agreed terms <input type="text"/> days	\$ <input type="text"/>
Work-in-Progress (value of work completed but not invoiced)		\$ <input type="text"/>
Other* (please provide details) <input type="text"/>		\$ <input type="text"/>
<b>(A) Total Current Assets</b>		\$ <input type="text"/>

Current Liabilities		
Overdraft	Include current Limit	\$ <input type="text"/> \$ <input type="text"/>
Trade Creditors:		
Suppliers	Agreed terms <input type="text"/> days	\$ <input type="text"/>
Sub-Trades	Agreed terms <input type="text"/> days	\$ <input type="text"/>
Short Term Loans		\$ <input type="text"/>
Bank Bills		\$ <input type="text"/>
Taxation		\$ <input type="text"/>
GST		\$ <input type="text"/>
Other (please provide details) <input type="text"/>		\$ <input type="text"/>
<b>(L) Total Current Liabilities</b>		\$ <input type="text"/>
<b>Net Working Capital Position ( WC = A minus L)</b>		\$ <input type="text"/>

\*Do not include intercompany /related party loans

I/we confirm the above information is true and correct

Name

Date (dd/mm/yyyy)

## Section 3 - Statement of Personal Assets and Liabilities

Please note that this statement needs to be completed by each Director, Partner and Proprietor of the business.  
(please photocopy and attach this page to the application for each and every of the above)

Business Name

Name of Sole Trader/Partner/Director

Assets	Value	Liabilities	Value
--------	-------	-------------	-------

Principal residence at

	\$
--	----

Mortgage loan with

	\$
--	----

Other property at

	\$
	\$

Mortgage loan with

	\$
	\$

Other properties or vacant land at

	\$
	\$

Overdraft with

	\$
Limit	\$

Motor vehicles

	\$
	\$
	\$

Vehicle finance with

	\$
	\$
	\$

Other investments (e.g shares)

	\$
	\$
	\$

Other loans

	\$
	\$
	\$

Cash at bank with

	\$
--	----

Trade creditors

(sole traders only)	\$
---------------------	----

Plant & machinery and tools of trade	\$
Work in progress (sole traders only)	\$
Trade receivables (sole traders only)	\$
Loans and any monies owed to you	\$

Credit card and other personal debts	\$
--------------------------------------	----

(Name of lender & repayment terms)

(Name of lender & repayment terms)

<b>Total Assets</b>	\$
---------------------	----

<b>Total Liabilities</b>	\$
--------------------------	----

<b>Contingent liabilities</b>	\$
-------------------------------	----

I declare that the above Statement of Personal assets and Liabilities is true and correct.

Signature of person to whom this statement relates

Date (dd/mm/yyyy)

## Section 4 - Maximum Contract Value Limit by Category

Category	Existing Limit	Required Limit
Single Dwelling Contract	\$	\$
Alterations and Additions	\$	\$
Renovations and Improvements	\$	\$
Swimming Pools	\$	\$
Multi-Unit Developments	\$	\$

Please note that our underwriters will undertake an assessment of your technical qualifications/experience and you will need to submit the following information/documentation:

Two (2) written references from Surveyors, Architects or Engineers detailing specific projects within the last three years.

The references must be prepared on the Surveyors, Architects or Engineers letterhead and include the following:

- Job address
- Project type (e.g Multi-Unit Developments)
- Total Contract Value \$
- Total construction period and completion date
- Applicant's role in the project
- Commentary on overall performance
- Reporting entity name and telephone number

Please also list any Building or Industry awards that the business has received.

## Section 5 - Approval for Architect Projects

Please note that our underwriters will undertake an assessment of your technical qualifications/experience as a Project Manager or Builder for an architect and you will need to submit the following information/documentation:

Written references (minimum two) from Surveyors, Engineers or Architects detailing specific projects that have been undertaken.

The references must be prepared on the Architect's letterhead and include the following:

- Job address
- Project Type (e.g Multi-Unit Developments)
- Total Contract Value \$
- Total construction period and completion date
- Applicant's role in the project
- Commentary on overall performance
- Reporting entity name and telephone number

Please also list any Building or Industry awards that the business has received in relation to specific Architect Tender projects.

## Section 6: Builder Declaration and Acknowledgement

I/We declare and acknowledge that:

- The Insurer QBE has the right to decline any Builders Warranty Insurance application
- The Insurer QBE or its Agents reserve the right at all times to seek additional information from the builder and all other parties to this application
- The details as provided in this application are true and correct
- I/We have not been refused or declined Builders Warranty Insurance or any other form of construction insurance in the past
- I/We authorise QBE and its related entities, to collect or disclose any personal information to any other Builders Warranty Insurers, Insurance Reference Services or relevant Statutory Authorities and that where I/we have provided information about another person as in the case of a building owner or employee that this person has been or will be made aware of this
- I/We acknowledge that QBE reserves the right to apply an additional premium in the event of a 20% or greater variation to the original contract price
- I/We declare that as at the date of signing this application that I/we are solvent.

Declared by (*name*)

For and on behalf of (*company*)

Position/Title

Signature

Date(dd/mm/yyyy)

## Privacy Notice

HIA Insurance Services Pty Ltd ('HIAIS') is committed to protecting your personal information in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth). We collect, use and disclose personal information to offer, promote, provide, manage and administer the many financial services and products we and our group of companies are involved in, as set out in the **HIAIS Privacy Notice**.

Unless we hear from you otherwise, through the means set out in the **HIAIS Privacy Notice**, we will assume that you have read the **HIAIS Privacy Notice** and you have no objection to us handling your personal information in the manner set out in this notice (which includes contacting you to promote our products and services we think may be of interest to you).

A copy of the **HIAIS Privacy Notice** can be located on our website [www.hiainsurance.com.au](http://www.hiainsurance.com.au)

## HIA Insurance Services Office Details

**ACT**

GPO Box 2188, Canberra ACT 2601  
Ph: 02 6230 4985 Fax: 02 6230 0541

**WA**

PO Box 1494, Osborne Park DC, WA 6916  
Ph: 1300 800 801 Fax: 08 9443 8166

**SA**

PO Box 550, Hindmarsh SA 5007  
Ph: 1300 600 601 Fax: 08 8340 7599