



QBE

## Residential Builders' Warranty Insurance Change Application

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	
Cash at bank			\$
Trade Debtors	Agreed terms	days	\$
Work-in-Progress (value of work completed but not invoiced)			\$
Other* (please provide details)			\$
<b>(A) Total Current Assets</b>			\$

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

\*Do not include intercompany /related party loans

I/we confirm the above information is true and correct

Name  Date

## 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	
<input type="text"/>	\$	<input type="text"/>	\$
Other property at		Mortgage loan with	
<input type="text"/>	\$	<input type="text"/>	\$
<input type="text"/>	\$	<input type="text"/>	\$
Other properties or vacant land at		Overdraft with	
<input type="text"/>	\$	<input type="text"/>	
<input type="text"/>	\$	Limit	\$
Motor vehicles		Vehicle finance with	
<input type="text"/>	\$	<input type="text"/>	\$
<input type="text"/>	\$	<input type="text"/>	\$
<input type="text"/>	\$	<input type="text"/>	\$
Other investments (e.g shares)		Other loans	
<input type="text"/>	\$	<input type="text"/>	\$
<input type="text"/>	\$	<input type="text"/>	\$
<input type="text"/>	\$	<input type="text"/>	\$
Cash at bank with		Trade creditors	
<input type="text"/>	\$	(sole traders only)	\$
Plant & machinery and tools of trade	\$	Credit card and other personal debts	\$
Work in progress (sole traders only)	\$		
Trade receivables (sole traders only)	\$		
Loans and any monies owed to you	\$		
(Name of lender & repayment terms)		(Name of lender & repayment terms)	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<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

 /  /

## 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

## Section 7: Office Details

**VIC**

GPO Box 4897 V V, Melbourne VIC 3001  
Ph: 1300 554 227 Fax: 03 9666 0290

**NSW**

PO Box 883, North Ryde BC 1670  
Ph: 1300 200 201 Fax: 02 9808 7233

**SA**

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

**TAS**

**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