



express assess checklist

This checklist must be attached to the front of all Express Assess applications

Builder Name:

Builder Licence Number:

This product is designed to streamline the process of obtaining eligibility for builders who turnover \$3,000,000 or less per annum.

The product parameters are as follows;

- Automatic turnover limit of \$3,000,000
- Individual Job limits of \$450,000 except for improvements (non-structural) which are capped at \$100,000
- Minimum of \$50,000 net equity position (nep) or where the builder's previous year's turnover is less than \$1,000,000, 5% of turnover

The following applicants do not qualify for this product:

- New Builders
- Pool Builders new to Vero
- Builders intending to do Multi Unit Developments, Kit Homes, Transportable and Relocatable Homes

Standard requirements for all Express Assess Applications

- The application form must be complete with no missing information
- The application form must be signed and dated by the applicant/s

Standard attachments for all Express Assess Applications

- A copy of current Building Licence including a printout from the licensing body website

For Companies and Trusts ONLY

- Most current year end Statement of Financial Performance (Profit or Loss Statement)
- A fully completed and signed Statement of Financial Position (Balance Sheet)

Vero may request additional information in certain circumstances

payment method - A fee of \$165 (including G.S.T.) is payable.

A fee of \$165 (including G.S.T.), representing services provided by HIA Insurance Services Pty Ltd, is payable on submission of this application form. Paying by cheque: please make payable to HIA Insurance Services. Paying by Credit Card: Please enter your credit card details in the section below, We accept MasterCard and Visa cards only.

Credit Card Type Mastercard Visa

Card Number												Card Exp Date (MM/YY)				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name on Card												Signature				
<input type="text"/>												<input type="text"/>				

builders declaration

I/We hereby confirm that I/we have by completing this application and making this declaration, appointed HIA Insurance Services as our broker for the purposes of applying for home warranty insurance. I/We also confirm that I have terminated any previous arrangements with other brokers in respect to home warranty insurance. If I/we have not terminated such arrangements I authorise HIA Insurance Services to advise my existing broker that HIA Insurance Services has been appointed as our broker for home warranty insurance, and that all other arrangements for home warranty insurance are therefore terminated.

Signature

Date (dd/mm/yyyy)

OFFICE DETAILS

VIC

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

TAS

GPO Box 182,
Hobart TAS 7001
Ph: 03 6234 9770
Fax: 03 6234 9735

NSW

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

ACT

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

SA

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

WA

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



IMPORTANT INFORMATION

please read this first

express assess

for builders with an annual turnover of \$3,000,000 or less

The following do not qualify for Express Assess and must undergo a full assessment:

- Pool builders.
- Builders intending to build Multi Units, Kit, Transportable and Relocatable Homes.

Privacy Statement

The Privacy Act 1988 (Cth) (as amended) now applies and requires us to inform you that:

Purpose of collection

We collect personal information (this is information or an opinion about an individual whose identity is apparent or can reasonably be ascertained and which relates to a natural living person) from or about you for the purposes of:

- providing insurance services to you,
- evaluating your project application,
- evaluating any request for amendment to any insurance provided,
- issuing, administering and managing the insurance provided following acceptance of a project application; and
- investigating and, if covered, managing claims made in relation to any insurance you have with us or other companies within the Promina Group.

The personal information collected can be used or disclosed by us for a secondary purpose related to those purposes listed above, but only if you would reasonably expect us to use or disclose the information for this secondary purpose.

However for sensitive information, the secondary purpose must be directly related to the purposes listed above. The personal information can also be used or disclosed by us as required by any relevant home building insurance legislation.

Disclosure

When necessary and in connection with the purposes listed above, we may disclose your personal information to, and/or receive some personal information from:

- other companies within the Promina Group,
- your insurance intermediary or our agent,
- Government bodies, loss assessors, claim investigators, reinsurers,
- other insurance companies, mailing houses, claims reference providers, legal and other professional advisers,
- other service providers, hospitals, medical and health professionals.

Consequences if information is not provided

If you do not provide us with personal information we need we will be unable to administer your policy or manage any claim under your policy.

Access

You can request access to the personal information we hold about you by contacting us at Vero Insurance Limited, 465 Victoria Avenue, Chatswood, NSW 2067.

In some circumstances we may not agree to allow you access to some or all of the personal information we hold such as when it is unlawful to give it to you. In such cases we will give you reasons for our decision.

Privacy Statement issued

Vero Insurance Limited, 465 Victoria Avenue, Chatswood, NSW 2067.

Section 1 business details

Business Details

Your business trades as a

Sole Trader Meaning 1 owner, unlimited liability to sole owner

Partnership 2 or more owners, unlimited liability to all partners

Company

Trust

Name of Business

Name of Trustee

ABN

Office Address

State Postcode

Postal Address

State Postcode

Business Telephone ()

Business Fax ()

Mobile

Email Address

Building Licence

Please complete and attach a copy for each licence held

Primary state where business carried out

Licence Number

Name on Licence

Other state(s) where business carried out

Licence Number

Name on Licence

Professional Association Membership

Association Name

Membership Number

Expiry Date / /

Section 2 history

Previous Building Experience

What date did you commence to trade as a building business?

/ /

What was the largest residential project managed or built by you in the past 5 years?

Job Description

Your role on the site

Contract Value

\$

Year Completed

/ /

Background Questions

1. Have you or any business for which you were a director or principal ever insured with another home warranty insurer?
No Yes Please provide details below
2. Are you presently insured with another warranty insurer for ongoing work?
No Yes Please provide details below
3. Have you or any business for which you were a principal or director ever had a builder's licence refused or cancelled in any state or territory of Australia?
No Yes Please provide details below
4. Have you or any business for which you were a director or principal ever been declined home warranty insurance?
No Yes Please provide details below
5. Have there ever been any matters handled by the Statutory Building Disputes Tribunal that resulted in orders for rectification or payment against you or any business for which you were a director or principal?
No Yes Please provide details below
6. Have you ever been a director, principal or manager of a business which has been in external administration, liquidation, receivership or any arrangement (formal or informal) to repay outstanding debts with creditors?
No Yes Please provide details below
7. Have you ever been in bankruptcy or under a trustee in bankruptcy?
No Yes Please provide details below
8. Have you ever previously held Warranty Insurance with Vero in a different business name?
No Yes Please provide details below
9. Do you currently have any of the following documents lodged with another warranty insurer?

Document	Insurer	Amount
Bank Guarantee	<input type="text"/>	\$ <input type="text"/>
Deed of Indemnity	<input type="text"/>	\$ <input type="text"/>
Other Security	<input type="text"/>	\$ <input type="text"/>

Please provide details for any questions answered YES from above.

Section 3 previous building turnover

Please provide a turnover breakdown for the past 2 financial years.

Turnover Breakdown	Financial Year as at / /	Financial Year as at / /
Total Turnover	\$ <input type="text"/>	\$ <input type="text"/>
Residential	\$ <input type="text"/>	\$ <input type="text"/>
Commercial	\$ <input type="text"/>	\$ <input type="text"/>
Net Profit/Loss	\$ <input type="text"/>	\$ <input type="text"/>

If no building activity in past 2 years, what has been the nature of your employment or business over the last 3 years?

Section 4 personal assets and liabilities for sole traders or each partner/company director

If business is a partnership, each partner must complete this section (photocopy if necessary).
Please complete sections where applicable. Use a separate sheet for further details.

Name of Sole Trader / Partner /
Company Director

Licence Number

Date of Birth

 / /

Note: ASIC searches may be obtained to verify.

Assets	Value	Liabilities	Value
Property		Property	
Principal residence at		Mortgage loan with	
	\$		\$
House at		Mortgage loan with	
	\$		\$
House at		Mortgage loan with	
	\$		\$
Business premises at		Mortgage loan with	
	\$		\$
Other properties/vacant land at		Mortgage loan with	
	\$		\$
Motor Vehicle		Motor Vehicle	
Motor vehicle		Finance with	
	\$		\$
Motor vehicle		Finance with	
	\$		\$
Investments		Investments	
	\$		\$
Valuation of Shareholding in Company	\$		\$
Other		Other	
Cash on deposit with Bank	\$	Bank overdraft with	\$
Business equipment and tools of trade	\$	Equipment finance with	\$
Work in progress	\$	Credit card and other personal debts	\$
Trade receivables, loans and other monies owed to you	\$	Trade payables, loans and other monies owed by you	\$

Section 5 required supporting documents

A copy of current building licence/s. The licence must be in the name of the same entity as that applying for eligibility (other than Victoria, where the licence must be issued in the name of an individual, partner, director or trustee).

Companies and trusts Only

Current Profit and Loss Statements including Trading Statements, and Current Balance Sheet and Notes to Accounts.

Section 6 statement by sole trader, partners and directors

1. The accompanying Statement of Financial Performance (Profit and Loss Statement) and Statement of Financial Position (Balance Sheet) are drawn up so as to give a true and fair view of the results and state of affairs of the company at the date indicated / /

2. As at the date of this statement there are reasonable grounds to believe the company will be able to pay its debts as and when they fall due.

3. The accompanying accounts have been prepared in accordance with approved Accounting Standards.

Declared by (print name)

For and on behalf of

Signature

Date

 / /

Section 7 applicant declaration

The Applicant(s) acknowledge that if insurance is granted in respect of any building under the policy issued by the insurer Vero it is the owner who is insured and not the Applicant(s) as the builder.

The Applicant(s) confirm that the details on this application form are true and give an accurate representation of the affairs of the Applicant(s).

The Applicant(s) acknowledge that the insurer reserves the right to reject any application for insurance and seek additional information from the Applicant(s) as required from time to time.

Completion of this application or acceptance by the insurer does not create any contract of insurance or give the right to insurance. A separate application must be made in respect of each site address.

For personal applicants

The applicant(s) consent to:

- the use of personal information about me for the purposes shown in the Privacy Statement, and
- the disclosure of personal information about me to, and obtaining personal information from, other parties, including those shown in the Privacy Statement, for any of these purposes.

For all applicants

If the Applicant(s) have disclosed personal information in this application or any individual project application about any other person, the Applicant(s) confirm that the Applicant(s) are authorised to:

- disclose to you personal information about that person and to consent to its use for the purposes shown in the Privacy Statement, and
- consent to disclosure to, and obtaining of other personal information about that person from, other parties including those shown in the Privacy Statement, for any of these purposes.

Vero, its officers and insurers, are hereby authorised (from time to time and at any time) to seek such information as they may require concerning the financial position of the Applicant(s) from:

1. Suppliers of materials and services, or subcontractors; and/or
2. Credit reporting agencies; and/or
3. The accountants named in this application and providing financial information on my behalf from time to time. Such accountants are authorised and instructed to provide such information to Vero as it requires whenever requested to do so.

The Applicant(s) agree to reimburse Vero for their reasonable costs of investigating any claim. This only applies if the Applicant(s) act unreasonably in respect of the claim.

The information Vero seeks in this form is important to Vero. Vero needs it and relies upon it to assess the Applicant(s) eligibility. The Applicant(s) and each person executing the form acknowledge this and further acknowledge that, in the event that the form contains untrue details or gives an inaccurate representation of the affairs of the Applicant(s), Vero may cancel eligibility and claim against them for any loss Vero suffers.

Important Note

If the Applicant is a Sole Trader – this application form must be signed by the Sole Trader.

If the Applicant is a Partnership – this application form must be signed by **all** Partners.

If the Applicant is a Company – this application form must be signed by **all** directors of the Company.

If the Applicant is a Trust – this application form must be signed by the Trustee on behalf of the Trust.

Signed for and on behalf of the Applicant 1	<input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Signed for and on behalf of the Applicant 2	<input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Signed for and on behalf of the Applicant 3	<input type="text"/>	Date <input type="text"/> / <input type="text"/> / <input type="text"/>

If there are more partners or directors of the company, please attach signatures to a separate page and include with the application.