



Residential Builders' Warranty Certificate Cancellation / Variation Request

Section 1 - Certificate information

Builder Name		Contact Phone Number	
<input type="text"/>		<input type="text"/>	
Domestic Licence No	Certificate / Policy Number	Name of Insurer	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Site address	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Section 2 - Certificate Cancellation

Cancellation of a certificate can only be made if the building contract has been terminated and no works have commenced on site, no monies are owing and, if a deposit has been paid, it has been refunded less all agreed costs. The following documentation must be provided before a certificate/policy can be cancelled:

- A letter signed by both the owner and the builder stating that no building work has started, all letters must state this.
Please Note: CGU Certificate cancellations require Original Statutory Declarations from the Contractor/Builder and the Homeowner. Statutory Declarations with the required wording can be obtained from our website www.hiainsurance.com.au
- All 3 original certificates must be returned - **1. Owner, 2. Builder & 3. Local authority** copies

Please note: On cancellation a refund cheque will be issued to the builder excluding the original certificate administration fee.

Section 3 - Certificate Variations

Contract Variations

If there is a variation to the contract exceeding the original contract price by 20% a copy of the building contract incorporating the variations must be provided. Please note an additional premium may be required.

Change of Building works

If there is a change to the type of building work as stated in the original contract please provide a copy of the building contract including the change of building works.

Certificate Typing Errors

If there is a typing error on your certificate all copies of the certificate must be returned before replacements can be issued. A copy of the contract may also be required. Please list the correction below:

Change of Site Address

If there is or will be a change to the street or lot number and the actual site remains unchanged we will require a copy of the contract and proof of the change of address ie. a copy of the annual council rates notice or the council rates instalment notice. All original certificates must be returned before replacements can be issued.

Other Variations

Please provide a written explanation as to the variation.

Section 4 - Declaration

Declared by (name of Owner/Director)	For and on behalf of	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 5 - Certificate Variation Fee

Certificate Variations are subject to an Administration Fee of \$75.00 (+ GST), in addition to any additional premium charged by the Insurer. Paying by cheque: please make payable to HIA Insurance Services. Paying by credit card: Please enter your credit card details in the section below. An Account Servicer will contact you to confirm the total premium payable and obtain authorisation to deduct the amount from your credit card.

I authorise the fee / premium of \$ to be deducted from my nominated credit card.

Card type <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa	Card Number	Card Expiry (mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name on Card	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

OFFICE DETAILS

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