

# BAXCO HOMES

## *Building Process*

**OUR GUIDE TO BUILDING YOUR DREAM  
BAXCO HOME.**





# Start Your Dream with a *Baxco Home*

*At Baxco Homes we are delighted to assist you with building your dream home. Let us take the stress off you and allow us to do all of the work whilst you relax and watch your home take shape. Our team has carefully curated a building process that allows you to stay in the loop every step of the way.*



## PRELIM STAGE

After having your design drawn and priced we will provide you with a build addenda that outlines the Baxco Homes inclusions. This is the time where you can also include any additional upgrades that you may want. Our addendas are set out in a clear presentation, making it easier for you to understand what is and is not included.



## CONSTRUCTION

Congratulations! Your job has been fully approved and you have been put on our construction list. Now will be the time where you will see your dream take shape and it will no longer be a drawing on a piece of paper. Your client liaison will be with you every step of the way being one of your point of contacts if you have any questions along the way. The next 6 stages of construction is what you have been waiting for.



## PRE CONSTRUCTION

Once you have signed your HIA Contract we will arrange to have your plans drawn into a set for review and we will begin preparing all necessary reports and certificates in order to submit to council or our private certifier.

Whilst this is occurring in the background, you will be booked in for your colour selection once all plans have been signed off.

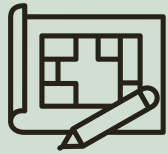


## HANDOVER

Amazing news! your Baxco Home is now complete. Now that handover has occurred and you have moved into your brand new home, you receive a 13 week defect period from the day of handover. During this time if you come across any items you believe are defects, we ask for you to take note of them and submit at the end of the 13 week period. Keep in mind the home owners manual that states what is and is not deemed maintenance.



# PRELIM STAGE



## *Step.1 - Floor Plan Design*

During this stage we will draw your floor plan as requested, whether it is a design you have brought to us or you have chosen the Custom Design avenue with Baxco Homes. We prefer to focus on the floor plan first before going to the next step. Your floor plan may be drawn without windows and sliding doors, but we will focus on that within Step 2.



## *Step.2- Windows and Sliding Door Layout*

We find it easier if our designer draws in the windows and sliding doors to where he believes they should go, that way when the plan is issued to our clients you will have a better understanding. This is now your opportunity to swap around, change sizes and styles if you wish. Keep in mind that if you are changing from a sliding window to anything else then fees will apply as sliding windows are standard only. Windows with detailing, profiling or additional height will also come with a fee.



## *Step.3- Facade Design*

Now that your windows and sliding doors are locked in, we will move forward to the facade design. This is the time to tell us what type of facade you had in mind along with the materials you wish to use. Brick and Cladding is a standard facade design with Baxco Homes, anything with render, timber feature screens, external stone etc is considered an upgrade and will need to be priced.



## *Step.4- Pricing of Build & Accepting the Addenda*

Pricing your build is the final step of the preliminary stage. Based on what you have told us we will now go ahead and price your floor plan, facade and any other upgrades you have added along the way. Once you have accepted your pricing, we will move forward to getting the HIA Contract drawn for you to review. After you have reviewed your draft contract we will organise for the final copy to be issued to you for signing.



# PRE CONSTRUCTION STAGE



## *Step.5 - Contracts & Plans*

Congratulations! You have signed your HIA Building Contract with Baxco Homes! We are thrilled to have you on board. During this time we will have our designer put your building plans into a set for review and approval, your kitchen/laundry plans will also be issued to you as well your electrical plan. During this time, our surveyor will be onsite getting the detailed survey of the land. (if land is registered or access is ok)



## *Step.6- Colour Selections*

Once you have signed off on your building plans, kitchen/laundry plans and electrical plan we will book you in for your colour selection. Our colour selections take up to 2hrs maximum as we do everything in house. We will go over your externals and internals all in the one appointment. Our colour consultant and your client liaison are here to assist you with you through this exciting process..



## *Step.7- Approvals*

In the background we are preparing all necessary reports and certificates that are required to be submitted with your DA application OR CDC Application. The approval process is determined by the certifier. We will keep you updated throughout this process. Once your job has been approved relevant documents, information and your first invoice will be issued to you.



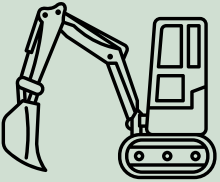
## *Step.8- Handover to Construction*

Congratulations! Your job has been approved for construction. Upon approval we will issue you with the relevant documents that your bank has been waiting for. To ensure we can start on site we will require full payment of the first invoice as well as commencement letter from your bank. You will now be put onto the construction list and we will be moving dirt in no time!



# CONSTRUCTION STAGE

## *Step.9 - Site Cut & Plumbing/Drainage Work*



How exciting! Your block has been cut ready for slab preparations to take place. Whilst it is all a very exciting time, we classify our start dates from when our plumber has completed the drainage work that is required prior to the slab being poured.

## *Step.10- Slab Preparations*



Our concretors will begin prepping the site for slab pour day. If you are driving past you may see that your site has been bottom boarded with pods and steel now in place ready for the concrete truck!

## *Step.11- Frame Delivery & Install*



During this stage your frame will be delivered in preparation for our carpenters to install your frame. Pending the size of your design this may take a few days, frames will be stood and then roof trusses will be craned on. Windows may also be onsite ready for installation. Fascia, Gutter and Roofing will also be installed after the frame has been completed.

## *Step.12- Lock Up Stage*

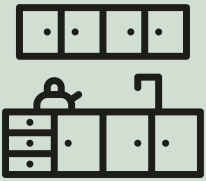


Lock up stage is when the external of the home has been completed whether that be brickwork, cladding or hebel. Gyprock will also be installed during this stage in preparation for further exciting works to be completed!



# CONSTRUCTION STAGE

## *Step.13 - Fixing Stage*



Kitchen delivery day has arrived! Fixing stage includes a number of things but the big ticketed item is the delivery and install of the joinery. A fresh coat of paint has also been completed including all tiling.

## *Step.14- Practical Completion*



The property has now reached practical completion. All of our trades will return to site to finalise the finishing touches. Some of these being electrical fit off, plumbing fit off, air con fit off, installation of hybrid flooring and carpet and much more! Your supervisor will also contact you to discuss a PCI date.

## *Step.15- Handover Day*



This is the day that we have all been waiting for, not only for us to hand over your dream home but you as the clients receiving the keys to your brand new home! Our supervisor will show you through the home one last time to go over any minor details such as air conditioning and appliance instructions as well as providing you with your USB that has all warranties, certificates & plans on it.

Congratulations and Welcome Home to your Very Own Baxco Home!

## *Step.16- Post Handover/Maintenance/Warranties*



Our service at Baxco Homes will continue even after handover is complete as we believe that the post handover phase is just as important as the construction phase. You will receive a 13 weeks defect period with your new home. At the end of the 13 week period we will get in contact with you to arrange a day for our service team to attend the property and write a defect report with you.



# WALKTHROUGH OPPORTUNITYS

As per the signed HIA Building Contract, Baxco Homes Offers 3x Walkthrough Opportunities. Details are provided below.



## *Walkthrough #1 - Pre Plaster Walkthrough*

Your first walkthrough opportunity will be at the pre plaster stage of the build. Our supervisor will contact you to discuss a date that suits the both of you. On this date he will walk you through the home to show you what has been completed so far. Our electrician will also be on site in case you have any last minute additions to the electrical layout (this is where you can pay our electrician direct) or if you have any questions for him.



## *Walkthrough #2 - PCI Walkthrough*

PCI will be your secondary walkthrough of the property. We will send out an email to you to discuss whether you are attending the walkthrough on your own or if you are engaging a private building inspector as this will change our process of how we complete these next steps.

If you are attending on your own as the client, we only allow the people who are listed on the contract to attend. Our supervisor will walk you through the property and now is your chance to bring it his attention any items you believe are potential defects. These items will be noted and trades will return to site to rectify prior to handover being appointed.



## *Walkthrough #3 - Handover Walkthrough*

Handover will be appointed once the property is ready, this is your final walkthrough of the property before we hand the keys over to you. We do not offer a walkthrough in between these two as the home will be in a complete condition prior to handover occurring. You will view the property with the supervisor once more and at the end of the appointment you will receive your keys to your brand new home.

**ADDITIONAL WALKTHROUGHS CAN BE REQUESTED IN BETWEEN WALKTHROUGH 1 & 2, PLEASE KEEP IN MIND THESE CAN BE DECLINED PENDING WHICH STAGE THE BUILD IS UP TOO.**

# FURTHER INFORMATION

If you require further information on any of the points that we have outlined in our guide to building your Baxco Home, please contact us on the below details and we would be more than happy to assist you further.

**PHONE:** 0422396194

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