

Xircon Homes Building Process



ESSENTIA

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Step 1: New home selection

Congratulations! This marks your first milestone with Xircon Homes towards achieving your brand new dream home. Here we embark on finding the finest siting options while you can begin exploring options for styling suited to your own unique taste.

Xircon action:

1. Your new home consultant will walk you through designs, inclusions and complete preliminary siting and quote.
2. Our new home consultant will request property information and a soil test survey.
3. Arrange an appointment to consider floorplan variations and options with our new home consultant.
4. Our credit hub consultant will contact you for verbal finance assessment prior to paying your first deposit.

Client action:

1. A legible copy of land contract, title and plan of subdivision will need to be provided to our new home consultant.
2. If applicable, any information about a pool (dimensions and position) must also be provided.
3. Construction funding details to be shared with our new home consultant. We can arrange an appointment for you to receive funding advice and options from our credit hub.
4. An initial deposit of \$2,000 to secure the base price of house, site start allocation and promotional offer (if applicable). Please note this initial deposit is non-refundable.

Step 2: New home confirmation

Exciting times ahead! It's time to confirm and start making those key appointments.

Xircon action:

1. Our new home consultant will submit your file to our Operations Team for review.
2. Your dedicated client liaison officer will welcome you with an introductory call and arrange your tender appointment approximately three weeks following the call.

Client action:

1. Confirmation of appointments must be made as well as any further necessary arrangements.

Step 3: Tender

At this step, we'll formulate your tender to build according to your sales quote and colour selection scheme. Site works pricing will be provided once soil testing and site surveys are completed.

Xircon action:

1. House design and siting (including site works) will be confirmed in a tender document. The tender will be based on your sales quote, soil test, site survey and preliminary engineering.
2. Send you a standard Housing Industry Association (HIA) contract for you to review.
3. Give you an indicative spend range for your interior options based on your house type.
4. Changes agreed upon on the day can be actioned where possible.

Client action:

1. Complete tender appointment with final alterations. *Please allow several hours for this appointment.*
2. New home structural options are to be finalised.
3. A HIA fixed price tender is to be signed and a payment of 3% of tender price is to be made.
4. Confirm your lending institution with pre-approval to be provided. *Please note, if you are using our Credit Hub, this step is not required.*
5. Provide us with proof of ownership of land (if settled). Settlement date or updated progress of subdivision will suffice.

Step 4: Interior design and selections

It's time to get creative! This is where you start to bring your dream home vision to life. Here you can decide on the interior and exterior styling of your new Xircon home.

Xircon action:

1. Our expert colour consultant will help you finalise your selection of your interior and exterior looks. An appointment will be made to walk you through a range of materials, colours and textures to help you achieve your own distinctive style. We also offer samples so you can see and touch your final finishes.
2. A follow up contract appointment will also be booked.

Client action:

1. Attend your appointment with our colour consultant.
2. Finalise non-structural options for your new home.

Step 5: Contract

Let's bring your home to life! Your building contract and working drawings are complete and ready for you to sign before we break ground on your new home.

Xircon action:

1. Provide a fixed price Housing Industry Association (HIA) Construction Contract based on the confirmed house design, siting and your selections.

Please note – no further changes or variations are permitted after this stage.

Client action:

1. Attend a HIA building contract presentation which involves a set of full working drawings.
2. Provide proof of land ownership with funding details of financial institution submitted (if not previously done).
3. Sign your HIA fixed price contract.
4. Pay the balance of your 5% deposit of contract price.

Step 6: Post contract signing

Now that you have completed signing your contract, there are few more steps to go before we start on site.

Xircon action:

1. Submit plans to obtain a Building Permit along with other vital regulatory body approvals and requirements (i.e. Build over Easement, Protection Work Notices, Dispensations).
2. Developer Approval will be obtained by Xircon Homes.

Client action:

1. Submit and obtain Town Planning approval prior to Xircon Homes obtaining a Building Permit (if required).

Step 7: Before construction

Almost there!

Xircon action:

1. Confirm all necessary approvals have been received.
2. Complete final construction drawings and present to you for final approval.
3. Place orders for materials with our suppliers.
4. Your client file is made ready for site start and your dedicated site supervisor is allocated.

Client action:

1. Proof of land ownership or land settlement date to be provided.
2. Prepare your site for start. Our client liaison officer will provide you with the necessary requirements.
3. Provide us with an up to date Site Compaction Report.
4. Provide confirmation of unconditional loan approval and loan documentation. Please note if you are using our Credit Hub, this step is not required. If you are self-funding, Xircon Homes requires the final progress payment of 10% to be paid two weeks prior to the site start to be held in trust.
5. Sign final construction drawings before construction commencement.
6. Refer to Housing Industry Association (HIA) Contract Section C before site start.

Our building process — Onsite

Building starts within 12 weeks of land title.



Stage 8: Base stage

Great news! You've now reached the official starting point of the construction process on your new Xircon Home. Now it's time to bring your vision from paper to real life.

Xircon action:

1. Our base supervisor will contact you with an introductory call.
2. The excavation of site occurs where required. Under slab drains to be laid and concrete slab poured.
3. Slab inspection will be completed by a Qualified Building surveyor.

Client action:

1. Complete your first progress payment. You'll need to authorise the progress payment and forward it to your lending institution.

Stage 9: Frame stage

During this stage, our framing carpenters construct the wall frames and roof trusses of your home.

Xircon action:

1. Construct the frames and install the roof trusses.
2. Conduct an inspection of the frame by a qualified building surveyor.
3. If necessary, our construction supervisor will arrange a site meeting with you.

Client action:

1. Complete your second progress payment. You'll need to authorise the progress payment and forward it to your lending institution.

Stage 10: Lock up stage

This is where the brickwork, roof tiles, external doors and windows are fixed in place.

Xircon action:

1. Complete brickwork, roof cover, electrical security, ducted vacuum and heating/cooling rough. Plumbing to be installed.
2. A qualified building surveyor will complete an inspection upon completion.
3. Our dedicated quality assurance team will conduct a thorough inspection on the home.

Note: only wiring, piping and ducting will be installed for the completion of the rough. Fit offs of these items will be completed in practical completion stage.

Client action:

1. Complete your third progress payment. You'll need to authorise the progress payment and forward it to your lending institution.

Stage 11: Fixing stage

Xircon action:

1. Complete internal fixing with plaster linings installed, as well as kitchen and vanities (except granite benchtops) and stairs installation.
2. A qualified building surveyor will complete an inspection upon completion.
3. If necessary, our construction supervisor to arrange an onsite meeting with you.

Client action:

1. Complete your fourth progress payment. You'll need to authorise the progress payment and forward it to your lending institution.

Stage 12: Practical Completion Stage

Nearly there! We're now at the final stage of completing your new home.

Xircon action:

1. Complete painting of your walls and floor lining. Install all electrical and plumbing fit-offs, heating and vacuum systems. Install stone bench tops (where applicable), shower screens, mirrors and splashbacks, as well as door furniture and rails.
2. A qualified building surveyor will complete an inspection upon completion.
3. Our construction supervisor will arrange an onsite meeting with you.
4. A thorough quality assurance inspection is conducted on your home by our dedicated quality assurance team.
5. Settlement generally takes place between seven and 14 days after your new home presentation.
6. Client Liaison Officer to forward on the certificate of occupancy once available.

Client action:

1. Forward the Certificate of Occupancy to your financial institution (if applicable) to release final payment.

Settlement

Congratulations! Your beautiful new home is now complete and is ready for you to move in and enjoy. Settlement generally takes place between seven and 14 days after your new home presentation.

Xircon action:

1. On the day of settlement, our construction supervisor will conduct an onsite handover. Appliances are installed at an agreed time after settlement has taken place. You will come to our Head Office to collect your home's keys from our Client Liaison Executive.

Client action:

1. Complete your fifth and final progress in our office on the day of settlement. This amount includes the last stage payment and any unpaid variations. Once paid, you will receive your house keys and settlement pack.

Xircon new home care warranty

Stage 13: Inspection

A maintenance inspection will be carried out from practical completion inspection.

Xircon action:

1. Our qualified warranty inspector will contact you to arrange a Warranty Inspection, three months after settlement.

Client action:

1. Confirm an appointment to meet with the Warranty Inspector at your new Xircon home.

Stage 14: Agreed Works

We will arrange any subsequent works identified during the Warranty Inspection that require rectification or touch-ups.

Xircon action:

1. On inspection day, all agreed works are documented and copies provided to you.
2. Suppliers and sub-contractors for the agreed subsequent works will contact you to book in a time for works to be completed.

Client action:

1. Review inspection list of warranty works and to receive a copy for their own records.
2. Confirm booking with suppliers and sub-contractors.

Stage 15: Completion of works

All agreed subsequent works are carried out for you.

Xircon action:

1. Once all works have been confirmed as complete by our respective suppliers and sub-contractors, one of our representatives will be in touch with you.
2. Confirm in writing (letter/email) stating all agreed subsequent works have been completed.

Client action:

1. Confirm all agreed subsequent works have been completed as per the warranty inspection list.

Please note: All further structural guarantees are in accordance with statutory requirements.

Please note: The building process is subject to change without notification and is to be used as a guide only. Xircon Homes reserves the right to amend the process at any time without notice.

I HAVE READ AND UNDERSTOOD THE "PROCEDURE OF PURCHASE".

Sales Consultant name

Client name

Client Signature

Date

We will journey with you towards achieving your brand new dream home.

Things you need to know



Site Preparation

Xircon will complete a pre-site inspection to assess the block in preparation for your site start.

You may need to clear rubbish from the site, ensure the block is free of all old or unused services, mow the grass and ensure there is clear access to the property.

We will also check if your survey pegs are in place as a part of this pre-site inspection. The cost for this survey will be included in the tender/ contract and will be refunded in full if the survey is not required.

Based on the following criteria, a re-establishment survey will definitely be required:

- Prior to commencement of construction. A survey peg(s) is not visible.
- The proposed garage is setback 0mm off the boundary and any adjoining properties (beside and rear) have commenced construction, regardless of survey pegs being visible. A garage wall cannot encroach at all into a neighbouring property, and once construction begins adjoining the property is when boundary pegs are most likely to be moved.
- The set-out contractor is not confident in relation to the location of the survey pegs, regardless of whether they are visible or not and regardless of whether adjoining properties have commenced construction.

Asset Protection Permits

You are required to obtain an Asset Protection Permit from Council for the duration of construction of your new home and provide it to Xircon Homes. This permit protects you against paying for existing damage to Council Infrastructure, including vehicle crossings, footpaths, nature strips, etc. of your new home.

Community Infrastructure Levy (CIL)

You may be required to pay and provide Xircon Homes a receipt for a Community Infrastructure Levy (CIL) from your Council.

The CIL is a fee that some Councils charge property owners in new developments to help fund facilities and services which are required to support new homes and businesses in the area. To check if this is applicable to your block, please get in touch with your local Council.

Payment Process

All payments are nominated in the HIA Building Contract and are as follows:

- Deposit 5% (Includes initial deposit and further deposit from Tender appointment. The balance is required to be paid at Contract Signing)
- Base 15%
- Frame 30%
- Lockup 19%
- Fix 21%
- Completion 10%

Established Fencing

Older fences on boundaries may need to be assessed and removed for the construction of your new garage.