

Start-to-finish checklist

Key dates:

- ☒ **30 July 2023**
Registrations for the Resilient Homes Fund program closed.
- ☐ **11.59pm (AEST), 1 December 2025**
Grant applications for funding close, unless funds have already been exhausted.
- ☐ **31 March 2027**
The completion of works date listed in your Building Contract must not exceed this date.

Important: Registrations for the Resilient Homes Fund are not transferable. If you are planning to sell your home, all works must be completed and payments finalised prior to the sale of your home.

Please note:

The following steps are to be completed before **30 June 2027**:

- » A request for final milestone payment submitted to QRIDA
- » A RHF completion inspection of the works
- » Final Building Certification (if applicable) or the provision of the required trade certificates as listed in the Value for Money Certificate
- » Rectification of defects or incomplete works by the licensed contractor
- » Final invoices issued to the homeowner by the licensed contractor
- » Final invoices submitted by the homeowner to QRIDA
- » Final milestone payment released by QRIDA.

NOTE: Please note the Resilient Homes Fund (RHF) cannot negotiate or settle contracts between homeowners and builders.

Using this checklist

This checklist will help you keep track of your progress before entering into a contract, during building works and on completion of building works.

If you have a question about any of these steps, please call the Resilient Homes Fund on **07 3007 4485** and select **option 2**.

I haven't applied for funding yet

- ☐ I received my Home Assessment Report
- ☐ I chose a resilience strategy: Home Raising, Resilient Retrofit or Demolish and rebuild or relocate
- ☐ I found a builder who understands the eligibility requirements of the Resilient Homes Fund
- ☐ (*If raising your home*): I have contacted my local council to check my home can be raised and arranged preliminary works
- ☐ My builder provided a quote that meets Resilient Homes Fund guidelines
- ☐ I have a MyGovID and used this to set up a QRIDA account

I applied for funding to QRIDA

- ☐ I submitted my builder's quote and scope of works, along with relevant building plans and insurance details via the QRIDA portal
- ☐ My funding application went through a Value for Money assessment
- ☐ I received a Certificate of Conditional Approval which includes the Value for Money certificate

My funding is approved

- ☐ I checked my builder's credentials using the QBCC licensee register (qbcc.qld.gov.au/about-us/our-lists-registers) and am confident with my builder
- ☐ I checked the details of the building contract including the contract price, schedule, scope of works and contract terms
- ☐ I signed and dated the contract with my builder
- ☐ I submitted the contract to QRIDA
- ☐ I got a Letter of Offer from QRIDA which includes the approved amount, along with a Milestone Payment Form
- ☐ I signed and returned the Letter of Offer to QRIDA

My resilience works are underway

- ☐ I'm meeting regularly with my builder to check how works are progressing
- ☐ I'm ensuring that building works adhere to what was detailed in my Value for Money certificate
- ☐ I understand what to do if there are any variations to the approved works and have submitted a variation request to QRIDA
- ☐ I'm sending payment forms and builder invoices to QRIDA at key project milestones
- ☐ I know where to get support if I have a dispute with my builder and have visited the QBCC website for information and advice: qbcc.qld.gov.au/complaints-disputes/building-work-issue

My resilience works are complete

- ☐ I had a final check of resilience works with my builder
- ☐ I submitted my final Milestone Payment Form and building works certificates to QRIDA
- ☐ I attended a completion inspection with a Resilient Homes Fund assessor
- ☐ I received a completion pack from the Resilient Homes Fund
- ☐ **My home is resilient!**

Need more advice on any of these steps?

Scan a QR code below for more information or visit qld.gov.au/resilienthomes to navigate the step-by-step process



If **raising your home**, get advice about contacting your local council and preliminary works



Getting the **building quote** right



Applying for **funding to QRIDA**



Signing contracts and making payments



What to do when **works are complete**

More information

For support or more information about the Resilient Homes Fund:



website qld.gov.au/resilienthomes

Or scan the QR code.

If you require the assistance of an interpreter, phone **1800 512 541**.

Our compliments and complaints management policy and procedure can be found at housing.qld.gov.au/contact/complaints-compliments



Australian Government



Queensland
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