

# Checklist: Contract to completed works

## 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.

## Before entering into a contract

As the homeowner, you are responsible for entering into a contract with your builder. You will need to make sure the contract covers your resilience works to a sufficient level of detail.

Before you sign the contract, check:

- Do you understand the key steps of the building process? Are these listed as progress payments in the contract?
- Does your builder or designer have a current and appropriate licence?
  - » For builders and building designers, search the Queensland Building and Construction Commission (QBCC) licensee database: [qbcc.qld.gov.au/about-us/our-lists-registers](http://qbcc.qld.gov.au/about-us/our-lists-registers)
  - » For architects, search the Board of Architects register: [boaq.qld.gov.au](http://boaq.qld.gov.au)
  - » For engineers, search the Register of Professional Engineers: [data.qld.gov.au/dataset/register-of-professional-engineers](http://data.qld.gov.au/dataset/register-of-professional-engineers)
- Have you given your builder a copy of the Value for Money certificate?
- Does your contract clearly specify the scope and timing of work to be completed, as well as the total price and payment details?



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- » For the Resilient Retrofit program, does the contract refer to the approved quote or Value for Money certificate? Does this list resilient materials, quantities and location of resilience works?
- » For the Home Raising program, does the contract refer to the approved quote or Value for Money certificate, preliminary drawings or other documents which clearly show the house is being raised to the approved height?
- Does your contract detail your rights and responsibilities in the terms and conditions? Do you understand them?
- If your contract is valued at over \$20,000, has your builder given you a copy of the QBCC Consumer Building Guide? [qbcc.qld.gov.au/resources/guide/qbcc-consumer-building-guide-v3](http://qbcc.qld.gov.au/resources/guide/qbcc-consumer-building-guide-v3)
- Has your contract been signed by both you and your builder and copies kept for filing?

## During building works

During building works, you will need to think of yourself as a project manager, keeping track of the progress of your resilience works and managing payment claims to QRIDA.

As you progress through building works, check:

- Are you meeting with your builder regularly to review building works? As the homeowner, it is your responsibility to ensure works reflect the works approved by the Resilient Homes Fund. This is especially important prior to making milestone payments to QRIDA.
- If the contract includes work not being funded in full by the Resilient Homes Fund, is your builder aware of the agreed schedule of grant drawdowns and payment arrangements for any additional funds from you as the homeowner?
- Do you have any problems or concerns with how building works are progressing? Are you raising any building issues with the correct person? (That's the builder or appointed supervisor, not the tradespeople on site).
- Have any variations been recorded accurately in writing in your contract? Has the updated contract, including the variation, been signed by you and your builder?
- Have you submitted a variation request to QRIDA to approve any change in works funded by the Resilient Homes Fund?

» **IMPORTANT:** If completed works do not match the approved scope detailed in the Value for Money certificate, there is a risk they won't be funded by the Resilient Homes Fund. Any changes to building works must be submitted as a variation to QRIDA for approval.

- Are you meeting the milestone payment requirements to QRIDA as outlined in the contract?
- If you have a dispute or disagreement with your builder, have you taken the appropriate actions to resolve the issue?
  - » If you cannot resolve the issue you're your builder, visit the QBCC website for information about handling and lodging complaints: [qbcc.qld.gov.au/complaints-disputes/building-work-issue](http://qbcc.qld.gov.au/complaints-disputes/building-work-issue)

## When building works are complete

When your home's resilience building works are complete, a Resilient Homes Fund assessor will visit your house to verify the completed works.

Before you book a completed works inspection, check:

- Have you arranged a final inspection with your builder or supervisor?
- Have you requested all relevant certification forms from your builder? The required forms are listed in your Value for Money certificate and also listed in your Letter of Offer.
- Do you have copies of all documentation, including certificates of inspection and relevant warranties?
- Have you provided these documents to QRIDA to enable final payment to your builder (as per the payment agreement)?
- Have you recorded the details of any defects, missing items or items requiring attention in a defects document? Check your contract or the QBCC website on how to record defects.
  - » If a problem occurs with your building works after construction is complete, let your builder know in writing. Allow at least 14 days for the work to be rectified. If the problem is not resolved by your builder, contact the QBCC for further assistance. Information about builders' obligations to rectify defective building works can be found in the general conditions of your contract and on the QBCC website: [qbcc.qld.gov.au/non-compliance/consequences-non-compliance/direction-rectify](http://qbcc.qld.gov.au/non-compliance/consequences-non-compliance/direction-rectify)