

CONSTRUCTION LOANS DOCUMENT CHECKLIST

To access funds in your construction loan, you'll need to submit documents at each stage of the process, depending on the type of contract. Here's a document checklist to help you at each stage along the way.

FIXED PRICE BUILDERS CONTRACT

Loan stage	Document required	Send your claim at least ¹
Deposit	<input type="checkbox"/> Progress Payment Instruction Form	4 business days before due
Base, Frame, Lock Up & Fixing	<input type="checkbox"/> Progress Payment Instruction Form	4 business days before due ² for contracts less than \$1m
	<input type="checkbox"/> Builder's Invoice or Receipt	10 business days before due for contracts above \$1m
	<input type="checkbox"/> Copy of Council Approved Plans ³	
Completion	<input type="checkbox"/> Progress Payment Instruction Form	10 business days before due
	<input type="checkbox"/> Builder's Invoice or Receipt	
	<input type="checkbox"/> Copy of Council Approved Plans ³	
	<input type="checkbox"/> Building Insurance Policy/Certificate of Currency	
	<input type="checkbox"/> Certificate of Occupancy (VIC/TAS only)	

OWNER BUILDER

Loan stage	Document required	Send your claim at least ¹
Deposit	<input type="checkbox"/> Progress Payment Instruction Form	4 business days before due
Base, Frame, Lock Up & Fixing	<input type="checkbox"/> Progress Payment Instruction Form	10 business days before due
	<input type="checkbox"/> Builder's Invoice or Receipt	
	<input type="checkbox"/> Copy of Council Approved Plans ³	
Completion	<input type="checkbox"/> Progress Payment Instruction Form	10 business days before due
	<input type="checkbox"/> Invoice or Receipt (reimbursement)	
	<input type="checkbox"/> Copy of Council Approved Plans ³	
	<input type="checkbox"/> Building Insurance Policy/Certificate of Currency	
	<input type="checkbox"/> Certificate of Occupancy (VIC/TAS only)	

STRUCTURAL RENOVATIONS

Loan stage	Document required	Send your claim at least ¹
All claims (except final)	<input type="checkbox"/> Progress Payment Instruction Form	4 business days before due for contracts less than \$1m
	<input type="checkbox"/> Builder's Invoice or Receipt	10 business days before due for contracts above \$1m
	<input type="checkbox"/> Copy of Council Approved Plans ³	
Final claim	<input type="checkbox"/> Progress Payment Instruction Form	10 business days before due for contracts above \$1m
	<input type="checkbox"/> Builder's Invoice or Receipt	
	<input type="checkbox"/> Copy of Council Approved Plans ³	
	<input type="checkbox"/> Building Insurance Policy/Certificate of Currency	
	<input type="checkbox"/> Certificate of Occupancy (VIC/TAS only)	

NON-STRUCTURAL RENOVATIONS

Loan stage	Document required	Send your claim at least ¹
All claims	<input type="checkbox"/> Progress Payment Instruction Form <input type="checkbox"/> Builder's Invoice or Receipt <input type="checkbox"/> Building Insurance Policy/Certificate of Currency (final stage only)	4 business days before due

SEND DOCUMENTS TO:

 construction1@anz.com  1300 765 247

Please ensure you sign the Progress Payment Instruction form as each building stage is completed (not before).

Any questions? Please call us on **13 25 99** Monday to Friday (8am to 8pm AEST).

Valuations

After documents are received, if a Valuation is required prior to release of payment, the Valuer will contact the Site Builder to organise a time to inspect the property. Please ensure the property is available for inspection to ensure no delay to your payment. ANZ reserves the right to conduct a Valuation at any stage of the construction loan process.

1. Please allow an additional 3 business days if cheque requested to be mailed.
2. For some Fixed Price Builder Contract construction loans, we will order a Valuation at Fixing stage. Please send your claim 10 business days prior to when the payment is required.
3. Copy of Council Approved Plans are required if you have previously not provided us with a copy of the most current plans

Checklist current as at 31/01/2017. This checklist may not cover all individual scenarios, and there may be circumstances where ANZ may require other documents from you.