

CONTRACTS
SPECIALIST



Construction Contract Review Checklist



Contractor Information

- Verify that the contractor is licensed and insured in NSW to carry out the scope of work and the value
- Confirm the contractor's contact details and business address precisely match it's ABN or ACN, business name, and registered business address

Legal Requirements

- Ensure that the contract complies with the minimum requirements of the Home Building Act 1989
- Check that the contract includes the necessary details, such as the scope of work, payment terms, and warranties

Scope of Work

- Review the scope of work in detail to ensure it matches the project requirements
- Check that the contract includes all necessary specifications and drawings
- Ensure that any changes to the scope of work are documented in writing and reflected in the contract



Timeline

- Determine the timeline for the construction project, including the expected start and completion dates
- Check that the contract specifies the timeline and ensures that it is reasonable and achievable
- Monitor progress throughout the construction process to ensure that the project stays on track and any delays are addressed promptly

Payment Terms

- Check payment terms, including the amount and timing of progress payments
- Ensure that payment terms are clear and reasonable
- Check whether a payment schedule is provided and that it is fair and reasonable

Variations

- Review the variation clause and ensure it is fair and reasonable
- Check whether the contract provides for a procedure to request and approve variations
- Ensure that any variations to the contract are documented in writing



Warranties

- Check the warranty provisions and ensure they provide adequate protection
- Ensure that warranties are clear and unambiguous
- Confirm the duration of warranties

Dispute Resolution

- Review dispute resolution provisions and ensure they are clear and effective
- Check whether the contract provides for a dispute resolution procedure
- Ensure that the dispute resolution procedure is fair and reasonable

Insurance Requirements

- Check the insurance requirements and ensure they are sufficient
- Confirm that the contractor has the required insurance policies in place
- Check whether the homeowner is required to have any insurance policies



Industry Standards

- Ensure the contract complies with relevant industry standards
- Check whether the contract specifies the applicable industry standards

Legal Advice

- Seek legal advice if any issues arise during the contract review process
- Ensure that a qualified construction lawyer reviews the contract before signing

Project Management

- Use [OwnerBuilder.App](#) to manage and track the construction project
- Streamline project management and improve communication and collaboration
- Ensure compliance with legal and regulatory requirements
- Access a comprehensive suite of features designed specifically for owner-builders



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