

## NSW Warranty Document Checklist

 **Completed Application Form**

This can be downloaded from the AOBIS website: [www.aobis.com.au/downloads](http://www.aobis.com.au/downloads). Ensure that the name on the application form and the dates specified exactly match the ones on the Department of Fair Trading Certificate and other corresponding documents.

 **DFT (Department of Fair Trading) Certificate**

This is obtained from the Department of Fair Trading prior to the commencement of the building works.

 **Development Consent Certificate/Complying Development Certificate**

This is issued by your local council prior to commencement of the works.

 **Construction Certificate**

This is issued by your local council prior to commencement of the works. Note that you do not require a Construction Certificate if you have a Complying Development Certificate

 **Certificate of Title or Rates notice**

This is required to ensure that you own or have a prescribed interest in the land

 **Final Inspection Certificate or Occupancy Certificate**

This is issued by your local council when the works have been completed and confirms that the building is complete and fit for occupation. This date is used to calculate the warranty period end date, six years from the issuing of this certificate.

 **Defects Report & A Copy of the Inspectors PI Insurance**

This is a report that lists all the defects at the property and must be carried out by a licensed inspector. A list of inspectors can be found at [www.aobis.com.au/list-of-inspectors/new-south-wales](http://www.aobis.com.au/list-of-inspectors/new-south-wales) If you choose to use your own inspector ensure that you take a copy of their professional indemnity insurance. The defects report must be current and dated within 6 months of the application for Warranty Insurance.

 **Copy of the Electrical & Plumbing Certificates**

These should be obtained from the contractor who completed the works and confirm that the work was completed to the required standard.

 **Copy of the termite treatment report or recent inspection report**

This is only required if the property is within a Termite Area otherwise this is not required.

 **Copy of Plans and Specifications for the works including:**

1. Engineering Footings Design
2. Soil Classification Reports