



## Service Agreement for Builders Warranty

### **Our Services**

As one of the nine (9) approved distributors of icare HBCF NSW Home Warranty, we can provide you with the following services:

#### Eligibility Services

- Explanation of the eligibility process and timeframes
- Assistance with completing forms and applications
- Checking of documentation to ensure it is complete and accurate
- Submitting Eligibility applications to icare HBCF

#### Issue Builders Warranty Certificate

- Review project applications to ensure complete and accurate
- Advise on outstanding information and/ or documentation
- Check that you have appropriate limits to proceed with the project
- Calculate, invoice, and collect the premium
- Issue policy certificate and policy wording once payment received
- Where you hold Annual Construction insurance with us, we will check that your annual construction limit is sufficient to cover the contracts you obtain Home Warranty for

#### Variations & Cancellations

- When you have a contract variation with your client, we will advise on the process and documentation required
- Issue revised invoice for variations exceeding 20% of the original contract price
- Issue revised policy certificate and policy wording for variations
- Advise on the process and documentation required for certificate cancellations

### **Remuneration**

We will charge a fee only for our services. Below we list the maximum fee we will apply excluding GST: [Click Here](#)

### **Our Payment Terms**

**Invoices** - we will invoice you for the premium, statutory charges (e.g., stamp duty and Goods and services tax) and any fees we charge for arranging your eligibility and issuing builder's warranty.

**We are unable to issue Certificates of Insurance until full payment is received by our office.**

**Credit card fees** - if you pay by credit card, we may charge you a non-refundable credit card fee. This fee is charged by the merchant and your invoice will show the charge applied by the merchant. merchant and your invoice will show the charge applied by the merchant.