



NSW Pre-Contract Builder Checklist

A one-page companion to the TrustSignal article. Use this before you shortlist a builder, and again before you sign.

PART 1: BEFORE YOU SHORTLIST · BACKGROUND CHECKS

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|--------------------------|---|
| <input type="checkbox"/> | Confirm the contractor licence and check status, expiry, conditions, warnings, and any tribunal non-compliance. |
| <input type="checkbox"/> | Verify the legal entity and ABN. Make sure the entity on the contract is the entity that holds the licence. |
| <input type="checkbox"/> | Check ASIC company status and director history. Watch for external administration, receivership, or deregistration. |
| <input type="checkbox"/> | Search personal insolvency for the director, not just the company. |
| <input type="checkbox"/> | Check the ASIC Banned and Disqualified Register. |
| <input type="checkbox"/> | Search published NCAT decisions under the builder's exact legal name. |
| <input type="checkbox"/> | Look for phoenixing indicators such as similar failed entities, recent reincorporation, or repeated director links. |
| <input type="checkbox"/> | Confirm the builder's HBCF eligibility tier and whether they can obtain cover for your project. |
| <input type="checkbox"/> | Ask for references from recent completed projects that you can independently contact. |

PART 2: BEFORE YOU SIGN · CONTRACT AND INSURANCE CHECKS

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|--------------------------|---|
| <input type="checkbox"/> | Confirm a Certificate of Insurance exists for your project. Do not rely on a Certificate of Eligibility. |
| <input type="checkbox"/> | Verify public liability and workers compensation certificates, and match the insured entity name to the contract. |
| <input type="checkbox"/> | Confirm the deposit does not exceed 10% of the contract price. |
| <input type="checkbox"/> | Confirm the contract is in writing and includes all mandatory details. |
| <input type="checkbox"/> | Confirm the Consumer Building Guide was provided before you sign. |
| <input type="checkbox"/> | Know your cooling-off rights and time limits. |
| <input type="checkbox"/> | Understand what the statutory warranties cover, and what they do not. |
| <input type="checkbox"/> | Confirm the contract variation procedure is in writing. |
| <input type="checkbox"/> | Final cross-check: the entity name on the contract matches the licence, ABN, and HBCF records. |

Based on TrustSignal's 'The NSW Pre-Contract Builder Checklist'. This sheet is a practical summary, not legal or financial advice. Full guide: trustsignal.com.au/knowledge-hub/the-nsw-pre-contract-builder-checklist