



## SPARK BUSINESS GROUP PTY LTD

### The Process to Start Ordering a Kit Home

#### Step 1: Appointment

Schedule an appointment to discuss your needs and ideas.

- During this session, we'll refine your concepts, propose tailored design solutions, and review your budget and costs to ensure your plan aligns with your vision and property needs.

#### Step 2: Proforma Invoice

Once you decide to proceed, we'll provide:

- A **detailed proforma invoice** customized to your needs.
- A **clear pricing breakdown** to assist with your decision-making.

#### Step 3: Confirmation

Confirm your order by:

- 1.**Reviewing the proforma invoice.**
- 2.**Signing and returning it** to proceed to the next stage.

#### Step 4: Stage-Wise Payment

Payments are structured as follows:

- Advance Payment for Approvals** (if required): Covers council approval costs (invoiced separately).
- 10% Deposit**: Initiates the kit home build process.
- 40% Manufacturing Deposit**: Due 10 days after the initial deposit to commence manufacturing.
- 25% Progress Payment**: Invoiced at project milestones midway through the build.
- Final 25% Payment**: Due before delivery of your completed kit home.

#### Step 5: Designing

We'll develop designs at a cost:

- Customized floor and site plans** tailored to your specifications.
- Plans are sent for **council approval** to ensure compliance and your satisfaction.

#### Step 6: Building

Once council approval is granted, select the approach that suits your needs:

##### Option 1: Hire a Builder

- Engage a licensed builder with a fixed-price contract for the entire project.
- Builders manage all aspects and include insurance and project management fees.

##### Option 2: Owner-Builder License

- Obtain an owner-builder license if you prefer to oversee the project.
- You may hire key tradesmen (e.g., carpenters, plumbers, electricians) to assist.

##### Option 3: Project Manager

- We can help you appoint an **experienced project manager** to supervise construction while maintaining your owner-builder role.

#### Step 7: Certificate

- Obtain the **Final Occupancy Certificate** issued by the Council or PC (Private Certifier).

#### Our Commitment

We'll support you at every step of the journey to transform your dream home into reality efficiently and with expertise.

For more details or to schedule your initial appointment, **contact us today!**

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