

# Start your Halo 10 Year Residential Guarantee Application

Halo is mandatory on all residential building work including new builds, alterations and labour only projects when the contract value is over \$30,000 (incl GST). Cover can be provided for contracts under \$30,000 but this isn't mandatory. The best time to apply for the guarantee is when you sign the building contract.

## The application process is easy...

- **Download and print off the application form from the members ToolShed**
- **The builder completes the application**
- **The homeowner signs the application (when they are signing the building contract)**
- **The builder emails the application form to [halo@bwrs.co.nz](mailto:halo@bwrs.co.nz)**
- **BrokerWeb Risk Services will process the application and email the builder an invoice along with payment instructions**
- **The builder pays the invoice (within 14 days) and upon receipt of payment, BWRS will email policy documents to the homeowner and the builder**
- **When the contracted work has finished, the builder and the homeowner complete the Certificate of Practical Completion (then e-mail it to BWRS)**

## HELPFUL TIPS

- Complete all of the questions
- Make sure that the owners e-mail address is correct as this is where the policy documentation is sent
- If you are using a Cost and Margin Contract, use the estimate for the Original Contract Price
- The same application form can be used for any type of contract (full, labour only, alterations etc).

## POLICY DOCUMENTS

### Who gets what?

Once the premium has been received, BrokerWeb Risk Services will send out the following policy documents:

**The Homeowner** will receive an e-mail with the policy wording and schedule.

**The Builder** will receive an e-mail with a copy of the policy schedule (showing details of the property insured) as well as a receipt for the premium paid and the "Sleep Easy" indemnity document.

**If you have any questions regarding the Halo 10 Year Residential Guarantee, please contact Brittany Robertson at the National Support Office on 0800 237 843 or BrokerWeb Risk Services on 0800 644 444.**

# HALO CHECKLIST

## for the builder

### Tick when completed



1) Provide the homeowner with your Disclosure Statement and attach the Halo 10 Year Residential Guarantee Policy wording

2) Complete the application process (note: application should be signed by the homeowner when they are signing the building contract)

Date application emailed to BWRS: \_\_\_\_/\_\_\_\_/\_\_\_\_

3) Pay the premium to BrokerWeb Risk Services (due 14 days after invoice is issued)

Date premium paid to BWRS: \_\_\_\_/\_\_\_\_/\_\_\_\_

4) Ensure all variations to the building contract are agreed upon in writing between yourself (the builder) and the homeowner so that they are covered by the Halo Guarantee (note: any variations more than 20% of the contract sum insured up to a maximum of \$500,000 will need to be referred to BWRS)

5) Email the completed Certificate of Practical Completion to BWRS once the contracted work has finished

Date emailed to BWRS: \_\_\_\_/\_\_\_\_/\_\_\_\_