

DOMESTIC BUILDING INSURANCE PROJECT COMPLETION ADVICE

GENERAL INFORMATION

Building Entity (Business Name, This name must EXACTLY MATCH the Builder named in the building contract.)

Building Practitioners Registration Number

HOMEOWNER/ DEVELOPER DETAILS

Homeowner/s Name

CERTIFICATE OF INSURANCE DETAILS - For jobs issued after 1 July 2017

VMIA BuildVic Policy Number (located in the top right corner of your Domestic Building Certificate of Insurance)

Date certificate of occupancy issued

Completion date of works if no certificate of occupancy or completion is issued

SITE ADDRESS AS SHOWN ON CERTIFICATE OF INSURANCE

Lot number Unit number/s Street number Street name

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Suburb/Town

State

Postcode

PRIVACY STATEMENT

HIA Insurance Services Pty Ltd ('HIAIS') is committed to protecting your personal information in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth). We collect, use and disclose personal information to offer promote, provide, manage and administer the many financial services and products we and our group of companies are involved in, as set out in the [HIAIS Privacy Notice](#).

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BUILDER DECLARATION

I confirm that the certificate of occupancy/completion has now been issued:

- The work is complete except for any omissions or defects that do not prevent the work from being reasonably capable of being used for its intended purpose;
- The final invoice for monies due under the building contract has been issued to the homeowner/developer (where the work was undertaken under a building contract)
- The VMIA reserve the right at all times to seek additional information from the builder and all other parties to this application.

Name of Building Practitioner

Signature

Date (dd/mm/yyyy)

WHERE TO SEND THIS FORM:

Address: GPO Box 4897 VV, Melbourne VIC 3001 **Fax:** 03 9654 3277 **Email:** hiaisdbicompletions@aon.com
Phone Number: 1800 633 467 **Website:** www.hiainsurance.com.au