

ON-SOLD PROCESS FOR ELIGIBLE HOMEOWNERS

Application eligibility and process

1

Eligibility

- Eligibility review completed by EQC and criteria met.

2

Introduction to Settlement Specialist

- Your EQC settlement specialist will contact you to introduce themselves and arrange a time to visit and explain the process to you.

Assessment, scope and design

3

Assessment Phase

- You will need to engage a suitably qualified and registered licensed building practitioner.
- You will need to engage specialists, such as structural engineers, to provide a report outlining the earthquake damage to your home and the appropriate repair solution. Your builder should be able to provide guidance as to what specialists you may need.
- Your builder should produce a scope of works to repair all outstanding earthquake damage, in conjunction with any specialists.

4

Agree Scope

- Your builder, specialists and EQC settlement specialist will complete a walk-through of your property to agree the earthquake damage and scope of works.

5

Design Phase

- If applicable - your builder and specialists will work with an architect or designer to prepare drawings ready for building consent.

Quote and settlement

6

Quote

- Your builder will produce a quote to repair all outstanding earthquake damage. They will forward this to your EQC settlement specialist when they are ready to lodge for building consent (if applicable).

7

Costs Reviewed and Agreed

- While the building consent is being approved (if applicable) your EQC settlement specialist will work with a quantity surveyor to undertake a review of the quote and will let you know of any queries they may have. This may include a discussion between the licensed builder, EQC's quantity surveyor and yourself, however you can ask them to speak directly to your builder or project manager if that is your preference.

8

Settlement

- Within 30 days of the quote and other relevant information being finalised, your EQC settlement specialist will send you an offer of settlement. This will outline how the settlement has been calculated.
- You will receive a settlement agreement, statutory declaration, and where your ex-gratia payment is more than \$150,000, instructions for your lawyer regarding an encumbrance over your title.
- We recommend you seek legal advice on these documents.

Construction

9

Construction

- Once your building consent has been issued and you have signed a build contract with your builder you will be able to commence construction.
- Ex-gratia funds will be made in tranches as outlined in the *Information to help Canterbury Homeowners* guide.
- If your builder or project manager advises you of any variations to the work previously agreed, you will need to contact your EQC settlement specialist immediately.

Completion

10

Completion

- If your quote included any provisional sums, invoices will need to be provided prior to receiving the final tranche payment. Provide these to your settlement specialist, if applicable.
- Any encumbrances will be removed, per the process outlined in the *On-sold Information to help Canterbury Homeowners* guide, once you have achieved code of compliance for the work, or as detailed in the Settlement Deed.
- Once you have received your final tranche payment from EQC, your application will be closed.