



# Project ManagementGuide

ACCESSIBLE & EXPERIENCED

At **twomeyhomes**, our Project Management Service delivers a seamless flow of information between our Registered Builder, our talented network of Home Consultants, Draftsmen, Construction Supervisors, local trades – and you.

**Step 1 | Preliminary Agreement & Deposit**

With initial specifications and pricing approved, Twomey Homes New Home Consultants develop a Preliminary Agreement for signing and arrange deposit collection with your nominated lender.

**Step 2 | Plan Development, Tender Adjustments, Surveys & Soil Tests**

Working directly with your New Home Consultant, a final set of plans inclusive of any alterations required is developed in conjunction with site surveys and a soil report of your selected allotment of land, resulting in a final tender for your approval.

**Step 3 | Colour Selections, Fixtures & Fittings**

A one-on-one session at Studio Two determines Colour selections from our Silver or Gold range of inclusions, colours, finishes, fixtures and fittings, or customise these ranges to your budget and design requirements. At this stage Joinery Drafts will also be provided for viewing.

**Step 4 | Specifications**

Twomey Homes' Consultants work with your selections across floor plans, fixtures and fittings to establish initial specifications ready for Contract Signing.

**Step 5 | Final Tender & Fixed Price Contract Signing**

The final tender inclusive of price, Specifications and particulars is provided in fixed price contract form for signing and finance approval.

**Step 6 | Construction Start-up Meeting**

Following Contract signing, finance approval and building permit lodgement, a start-up meeting is held to communicate construction particulars and contact details of your Construction Supervisor for ongoing communication throughout the Construction and Build phases. You will also meet with our Customer Relations Officer who is your main contact during these phases.



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Through all phases of your project, we operate with transparency and clear communication for a truly personalised building experience.

Fortnightly newsletters are emailed as well to keep you up to date on the construction of your new home.

## Step 7 | Commence Construction

A Commencement Notice will be issued at the start of the concrete pour with days to build completion cited. During construction, periodic meetings will be held on-site with you as follows:

### - *Pre-plaster Meeting*

Prior to commencement of internal plastering, a meeting will be held with you on-site to confirm your approval of the placement of light switches and power points.

### - *Fixing & Painting Meeting*

When all cabinetry, fix and initial painting is completed, a meeting will be held with you on-site to confirm your approval of Selections, Colours and Shelving Configurations

### - *Completion Notice*

Twomey Homes provides a forecasted handover date (approximately four-six weeks from the anticipated date) to provide time for your utility connections, rubbish collections, furniture removals and home / contents insurances.

### - *Customer walk-through*

Twomey Homes has a two-week inspection period to ensure that our quality promise is upheld. A customer walk-through allows for any quality issues to be identified and addressed prior to handover. All issues are corrected before handover.

## Step 8 | Client Presentation & Handover

Keys are presented and a Certificate of Occupancy is issued, along with a house-warming gift at hand-over.



**twomeyhomes**  
Opening the door to a *Better* home

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Lucas VIC 3350

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Ballarat VIC 3350

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Twomey Homes reserve the right to change plans, specifications, materials and suppliers without notice.

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