



**Your New Home**  
A Guide to Building with Universal

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## Welcome

Welcome to **Universal Homes** and thank you for considering Universal in your home buying decision.

All home builders have different processes when it comes to building a new home. This guide describes the Universal process to help you understand the way forward.

Universal looks forward to working with you on this exciting journey.

**Graham Street**  
CEO Universal Homes





## Buying a New Home with Universal **in Eight Easy Steps**

1. Once you have decided on your new home you are required to pay a \$1,000 deposit (refundable if you do not go unconditional).
2. A **Contract Information Sheet** is completed by your Universal Salesperson. This sheet is not a binding legal contract on either party.
3. Once the Contract Information Sheet is complete, Universal's Sales Administration Officer will prepare your **Contract to Purchase** based on the information you have provided. The contract will be sent directly to your nominated Solicitor.
4. You will then need to make an appointment with your Solicitor, so they can explain the terms and conditions of your Contract to Purchase with Universal.
5. Universal allows a reasonable amount of time to have your contract signed and returned. The property is held from the market for this period of time.
6. If there are any conditions to be satisfied (for example: finance, sale of your existing home, etc.) it is the responsibility of you, together with your Solicitor, to attend to these conditions. Universal will allow you sufficient time to satisfy these conditions.
7. Once all conditions (if any) are satisfied, your Solicitor will declare the Contract to Purchase to be unconditional.
8. When the Contract to Purchase becomes unconditional, further monies – as per your contract – are payable to Universal. The balance is to be paid when possession is taken of the completed property.
9. There are **no progress instalments required** with Universal Homes.



## The Universal Building Process –The Living Difference

Universal Homes is one of New Zealand's largest spec building companies. This means Universal will start building a home regardless of whether or not the property has been sold. Universal only builds on its own land.

All Universal homes are already pre-designed and costed when you purchase. All interior and exterior colours are confirmed and all the fixtures and fittings have been chosen by our expert designers. For these reasons Universal does not make amendments to the home.

Universal may allow minimal interior colour changes - depending upon the construction status of the home and only if your Contract to Purchase is unconditional.



## Completion Timeframes

Universal's Customer Service Officer will update you on the progress of your home at several stages during the construction process.

The building process can take anywhere from 10-13 months to complete – depending upon complexity, house size, weather conditions, Council requirements/processes, and other issues that are beyond Universal's control.

An **estimated completion date** is noted on your Contract to Purchase. Please note that this date is only an estimate - due to the reasons above.

A confirmed settlement date will be provided to you once your home has passed the **Code of Compliance Certificate** by Council. This will be approximately 4 weeks prior to your final possession date.



## Settlement and Possession

After the settlement date is confirmed, Universal's Maintenance Manager will call you to arrange a detailed inspection. Please allow 1 hour to inspect your new home.

Once your home is completed and all written Council approvals obtained, Universal will contact your Solicitor to finalise the arrangements to legally transfer ownership of the property to you.

Your Solicitor will contact you to arrange an appointment to complete the necessary paperwork.

On settlement day, Universal's Sales Consultant will contact you to arrange a time for you to collect the keys and take possession of your new home.

Please note that the key handover process cannot occur until Universal has received all the settlement monies due, and our Lawyer has notified Universal that all monies are cleared.

**You are now the proud owner of a Universal Home!**



## After Settlement

After Settlement, your brand new home is covered by a Master Build 10 Year Guarantee plus Universal Homes 12 month maintenance period. If there are any small items that require attention within the 90 day maintenance period, we request that you please fill out the supplied maintenance form so our maintenance team can address and resolve at the end of this 90 day period.



## Health and Safety

Universal takes its Health and Safety responsibilities very seriously and always strives to provide a safe working environment for staff, contractors and clients.

As Universal retains legal ownership of the land and buildings until settlement, Universal's Health and Safety Policy must be adhered to at all times.

For your safety, it is necessary to control your access to your new home during the building process.

If you want to inspect your new home while it is under construction, you must contact your Universal sales person to arrange a suitable time for accompanied access, this includes any valuer or curtain measurer. You must be accompanied on site at all times by an authorised representative of Universal.

Please note that access times will be scheduled around the construction process and Health and Safety regulations.

If you are going to be renting or on selling your home, no signage or agents can have access to the home until after settlement.

Thank you for reading this Guide to **Building with Universal**.

Universal looks forward to working with you on this exciting journey.

### **Universal Homes**

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