



# Project Management Guide

accessible. experienced.

At **twomeyhomes**, our Project Management Process delivers a seamless flow of information between Our Team and You.

**Step 1 | Preliminary Agreement & Deposit**

With Inclusions chosen and pricing approved, your New Home Consultant will prepare a Preliminary Agreement for signing and arrange deposit collection.

**Step 2 | Plan Development, Tender Adjustments, Soil Testing & Site Survey**

Working directly with your New Home Consultant, your plans, including any alterations made, will be developed in conjunction with Site Survey and Soil Report.

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

A one-on-one session with our Customer Relations Officer at Studio Two is where you will personalise your home by selecting colours, finishes, fixtures and fittings. Choose from a large number of brands and suppliers to suit your budget and design requirements.

**Step 4 | Specifications**

Your Twomey Homes Consultant uses your selections from Studio Two to establish your initial Specifications ready for Contract Signing.

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

The Final Tender inclusive of pricing, Specifications and particulars is provided in a Fixed Price Contract for signing and finance approval.

**Step 6 | Construction Start Meeting**

Following Contract Signing, Finance Approval and Building Permit lodgement, a 'Pre-Construction' meeting is held to communicate and discuss construction particulars and introduce you to your Construction Supervisor for ongoing communication throughout construction.



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

You will be provided fortnightly updates via email, keeping you up to date on construction progress of your new home.

## Step 7 | Commence Construction

A Commencement Notice will be provided to you at the time of your slab being poured which reiterates your build dates and estimated completion date as per your Contract. During construction, we will conduct meetings with you 'On-Site' as follows;

### - Pre-plaster Meeting

Prior to the commencement of internal plaster. Discussion points:  
Confirm locations of all light switches, power points and data point.

### - Joinery and Painting Meeting

All cabinetry, fixings and initial painting are completed.

### NOTE: Completion Notice

We provide you with a forecasted handover date of approximately 4-6 weeks from the anticipated handover to provide time for your utility connections, organisation of furniture removals and home & contents insurance.

### NOTE: Director Walk-Through

Kane will conduct his own walk-through of your home to ensure we are providing you with the very best. An extensive process in which every part of the home is reviewed, assessed and addressed.

### Client Walk-Through Meeting

Two weeks prior to handover we undertake an inspection of your home with you to ensure our quality promise is upheld. This walk-through allows for any quality issues to be identified and addressed prior to handover. Anything identified is corrected prior to handover.

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## Step 8 | Client Presentation & Handover

Keys are presented to you and a Certificate of Occupancy, Compliance Certificates and all relevant warranties are issued, along with a house-warming gift from all of us at Twomey Homes.



**twomeyhomes**

Opening the door to a *Better* home

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

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