

# Builders' Support Facility – Round 2

## Essential evidence checklist

This checklist has been prepared to assist applications for the Western Australian Government's Builders' Support Facility (the Facility) prepare the documents required to support their application.

Please see the full Program guidelines and eligibility criteria at **Builders' Support Facility | Small Business Development Corporation**

- If the business is a Trust a copy of the Trust Deed.
- An unredacted PDF copy of the business bank statement showing 2024 transactions, a BSB, an account number, and the business name associated with the application.
- Financial Statements for Financial Year 2022/23.
- If the business has audited accounts: A signed letter from your auditor to support the FY2023 Financial Statements.
- If the business accounts are unaudited: A signed letter of compilation from your registered Accountant to support the FY2023 Financial Statements.
- Management Financial statements for FY2024 (including Balance Sheet & Income Statement), OR Year to Date Management Financials prepared as at the most recent month available and no more than 90 days prior to the date of application.
- ATO online portal statements/summary confirming the current outstanding balance as at the date of application.
- A current Aged Creditors Trial Balance Report with aging "buckets" of 0 / 30 / 60 / 90+ days due.
- Any outstanding summons, judgement or warrants issued against the applicant supplemented by a letter providing an overview/explanation.
- Documents and supporting evidence of payment plans relating to any overdue Commonwealth / State tax obligations (Income / Payroll / PAYG / GST / FBT / etc.).
- Any overdue payments due to employees, including superannuation contributions supplemented by a letter providing an overview.
- Any unsatisfied Statutory Demand Notices, Debt Collection Warning letters or ATO Director Penalty Notices supplemented by a letter providing an overview/explanation.
- A current and valid copy of the Applicant's Home Indemnity Insurance facility, including:
  - (a) the current annual turnover limit;
  - (b) the number of certificates issued; and,
  - (c) any restrictions on the policy.

The applicant must also provide all the documents and information listed below for each property and allow for authorised officers to inspect each property as and when required:

- Property address (must be located in Western Australia).
- Verify the home will not reach practical completion by 18 August 2024.
- A current and valid Building Approval from the permit authority, which is signed and dated by an officer of the relevant local government authority (BA4 form).
- A copy of the Building Contract between the builder (the entity applying for the loan) and the owner that has been signed and dated by both parties.
- A copy of a valid Home Indemnity Insurance certificate.
- If the property was completed after 18 August 2024, a copy of the BA7 Notice of Completion that is signed and dated, and has been submitted to the relevant local government authority.