



Contract Administration

- Estimates and budgets
- Building contract preparation & signings
- Addenda creation and updates
- Variations
- Submitting and chasing external consultants such as engineers, energy ratings, assessors, private certifiers
- Prestarts
- Prepare and submit local authority approvals and completions (Planning applications, Building permits, Demolition permits, Water approvals, Developers Approvals etc.)
- Prepare and assist with subdivisions and amalgamations
- Chase finance approvals, settlements, signed variations etc
- Quoting
- Scheduling
- Margin & Erosion reporting
- Regular updates to client via phone and/ or email