

APPLICATION TO DECREASE VALUE OF WORK/OR CANCEL COVER UNDER THE QUEENSLAND HOME WARRANTY SCHEME

IMPORTANT THINGS YOU NEED TO KNOW ABOUT COMPLETING THIS FORM:

The contractor who paid the insurance premium, **and** the person who contracted for the works (consumer) **must** complete and sign this form. This application **cannot** be approved if either the contractor or consumer do not complete all required details.

- Before completing this form, use the checklist below to see if you have everything we need to assess your application to cancel cover/decrease value of work:
If you are unable to complete the checklist we may not be able to assess your application.

PLEASE NOTE:

1. We may ask for further details/documents when assessing this application.
2. A cancellation request must be lodged within 1 year from the date of the contract

ARE YOU:

APPLYING TO CANCEL THE
COVER

OR

APPLYING FOR A PARTIAL
REFUND – DECREASED
VALUE OF WORK



Documents/details you must supply:

- The number shown on the Notice of Cover you want to cancel.
- Valid site details (Lot and Plan numbers)

Other considerations:

- Ensure the work covered has not started.
- Has a deposit been paid? No
- The deposit for the work has been refunded (less any amounts that may be lawfully deducted) Yes

Documents/details you must supply:

- The number shown on the Notice of Cover you want to decrease.
- All variation documents signed by both parties.
- Valid site details (Lot and Plan numbers)

1. DETAILS OF THE NOTICE OF COVER

Notice of cover number:

Site Details: Lot No. Please circle RP/BUP/GTP/SP Plan No.

Unit no. Street No. Street Name

Suburb/Town State Postcode

2. DETAILS OF THE CONTRACTOR

Name

Licence No Ph:

Email

3. DETAILS OF PERSON WHO CONTRACTED THE WORK (consumer)

Name

Ph:

Email

4. THE REASON THE COVER IS BEING CANCELLED

Eg: Renovations are not proceeding.

5. WHO THE PREMIUM/PARTIAL PREMIUM SHOULD BE REFUNDED TO:

CANCELLATION OF COVER
CONTRACTOR []
Under the QBCC Act we can only refund a premium from a cancellation of cover to the contractor or a person nominated by the contractor.
NOMINATED PERSON []

PARTIAL REFUND OF PREMIUM (DECREASE IN VALUE OF WORK)
PERSON WHO CONTRACTED THE WORK (consumer) []
Under the QBCC Act we can only issue a partial refund of a premium from a decrease in the value of work to the consumer, or to a contractor nominated by the consumer.
CONTRACTOR []

Note to contractor: if we have previously paid you a refund and you want this current refund to be paid to the same account, you do not need to provide your account details. If you wish to nominate a different account please provide the account details below.

Name of nominated person
Name of Financial Institution
Branch
Account Name
BSB Number
Account Number

6. DECLARATION

For cancellations:

- This form constitutes a request by the contractor to the QBCC to cancel cover for the above work.
- The contract for the work has ended.
- Where a deposit was paid, the deposit has been refunded less any amounts that may be lawfully deducted.
- The work covered has not started.

For a decrease in the value of work.

- This form constitutes a request to the QBCC for a partial refund of premium as a result of a decrease in the value of the work.
- The value of the residential construction work has decreased because of a variation/s (copy of variation/s attached)

Contractors name

Contractors signature

Date

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Consumers name

Consumers signature

Date

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Where the consumer is not available to sign this form, written confirmation from the consumer which satisfies the requirements listed above will be sufficient (eg: emails)