

Builders' Support Facility

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](#)

All the documents listed below must be provided in an unredacted, PDF format to support an application to the Facility:

- 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 letter from your auditor to support the FY2023 Financial Statements.
- If the business accounts are unaudited: A letter of compilation from your registered Accountant to support the FY2023 Financial Statements.
- Year-to-Date Management Financial statements (Balance Sheet & Income Statement), 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 as at the date of application.
- Aged Creditors Trial Balance with aging "buckets" of 0 / 30 / 60 / 90+ days due.
- Any outstanding summons, judgement or warrants issued against them.
- Any overdue Commonwealth / State tax obligations (Income / Payroll / PAYG / GST / FBT / etc.).
- Any overdue payments due to employees, including superannuation contributions.
- Any unsatisfied Statutory Demand Notices, Debt Collection Warning letters or ATO Director Penalty Notices.
- Confirmation of the status 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 30 March 2024.
- 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 a document that has been signed off and dated by a third-party contractor that confirms building works have commenced. Examples of such documents include a Compaction Certificate, an invoice from a plumbing contractor for under-pad plumbing work, a delivery docket for materials (steel etc.) or an invoice for termite treatment works.
- A copy of the Building Contract between the builder and the owner that has been signed and dated by both parties.
- A copy of a valid Home Indemnity Insurance certificate.