



Profit, Planning & Perfect Execution



APPENDIX 1

STRATEGY CHECKLISTS



**Profit, Planning &
Perfect Execution**

Renovation Checklist

TASK	TIMEFRAME	COST
1. Organise Structuring		
2. Work out lending capacity		
3. Target Area Research and Analysis		
4. Speak to local agents about the demand for the end product.		
5. Prepare feasibilities and determine scale of Reno required		
6. Reno A Team – depending on the extent of renovations <ul style="list-style-type: none"> • Builder • Building certifier • Building designer/draftsperson • Building and pest inspector • Plumber, electrician, tiler, roofer etc. • Suppliers • Money lender/broker • Real estate agent / buyers agent • Property manager if you are planning to rent • Specialists consultants e.G. Interior designer • Insurance broker • Lawyer • Staging consultant 		
7. Scope of work <ul style="list-style-type: none"> • List all works required internally • List all works externally • List any site works 		
8. Works program <ul style="list-style-type: none"> • Organise ordering of supplies, allow for lead times 		
9. Get any Approvals necessary		
10. Organise Insurance		
11. Completion of the physical renovation <ol style="list-style-type: none"> a. Demolish and removal of waste b. Engage contractors to complete works or schedule DIY program c. Supervise trade works 		
12. Organise Selling and marketing of finished product		
13. Organise Managing Agent if keeping		

Subdivision Checklist

TASK	TIMEFRAME	COST
1. Research and analysis <ul style="list-style-type: none"> • Define your target market • Check the demand in your area • Check the zoning and overlays • Find out about the local demographics • Research the infrastructure • Check council and state legislation <ul style="list-style-type: none"> i. Town Planning Departments ii. Civil Engineering requirements 		
2. Finance <ul style="list-style-type: none"> • Work with a finance strategist 		
3. Sub-Division A-Team <ul style="list-style-type: none"> • Real Estate Agent • Building certifier • Building and pest inspector • Builder • Lawyer that specialises in development • Moneylender or Broker • Civil Engineer • Land Surveyor • Architect • Town planner • Quantity Surveyor • Landscaper • Accountant 		
4. Compose Plans		
5. Compile Documents for Development Application		
6. Building Works <ul style="list-style-type: none"> • Organise design plans • Engage a quantity surveyor • Select and engage contractors • Submit Development Application 		
7. Approvals <ul style="list-style-type: none"> • Obtain Approvals • Obtain certificate of practical completion • Final Report from Quantity Surveyor 		
8. Issuing of Titles		
9. Advertising and Marketing		

Strata Checklist

TASK	TIMEFRAME	COST
1. Target Area Research and Analysis		
2. Speak to local agents about the demand for the end product.		
3. Do Council searches to identify examples of similar strata's.		
4. Do Reverse Feasos's. Find out costs of <ul style="list-style-type: none"> i. Town planner ii. Surveying iii. Legal Costs for establishing Community Management Schemes (CMS) iv. Body Corporates v. Council fees 		
5. Develop A-Team. Town Planner, Surveyor, Body Corp Manager (if applicable).		
6. Identify and Secure Site/Property		
7. Meet with town planner to determine the planning requirements for strata title.		
8. Engage Surveyor to conduct survey plan of the site.		
9. Work with Surveyor to finalise the survey plans		
10. Compile documents required for development approvals		
11. Engage Conveyancer for the Community Management Scheme (CMS) and off the plan contracts if required.		
12. Surveyor to lodge the Survey Plan, CTS documents etc. with council for signing/sealing		
13. Pay council fees		
14. Registration of titles.		
15. Engaging a Body Corporate Manager		
16. Organise insurance (public liability and building insurance).		
17. Call the first meeting of the body corp.		
18. Sell part or all if part of the plan		

Commercial Property Checklist

TASK	TIMEFRAME	COST
1. Research <ul style="list-style-type: none"> • Trends in the market, where are investors investing? • Market sentiment? 		
2. Define your strategy		
3. Select target property <ul style="list-style-type: none"> • Commercial offices • Medical • Industrial • Retail • Mixed use/Multiple income • Special purpose (business properties ie. Caravan parks, motels, hotels, retirement etc) 		
4. Select location		
5. Find the deal.		
6. Property Due Diligence <ul style="list-style-type: none"> • Speak to commercial brokers and other agents • Review the Properties • Review the Leases 		
7. Build your A Team <ul style="list-style-type: none"> • Commercial Real Estate Agent • Commercial Property Lawyer • Accountant • Business Broker • Specialist Consultants • Industry bodies • Leasing manager • Certifier • Tradesmen • Builder • Town Planner • Surveyor • Insurance broker • Quantity surveyor • Designer 		
8. Feasibility Analysis <ul style="list-style-type: none"> • Initial Rough Feaso • Detailed Feasibility 		
9. Negotiating the Acquisition		
10. Financing <ul style="list-style-type: none"> • Valuations • Securing Finance • Application • Approval 		
11. Leasing and Managing <ul style="list-style-type: none"> • Engage Managing Agents or Manage yourself. • Prepared and check Lease Documents • Advertising for Leasee 		

Granny Flat Checklist

TASK	TIMEFRAME	COST
1. Target Area Research and Analysis		
2. Speak to local agents about the demand for the end product.		
3. Do Feasibility.		
4. Determine State and Council Laws, restrictions and requirements for building a granny flat		
5. Meet with your town planner and local council		
6. Building A Team <ul style="list-style-type: none"> • builder • building certifier • building designer/draftsperson • geotechnical engineers • suppliers • Plumber, electrician, tiler, roofer etc. • money lender/broker • sales agent/marketers if you are planning to sell • property manager if you are planning to rent the granny flat • specialists consultants e.g. interior designer, colour consultant, engineer • insurance broker 		
7. Choose a builder, prepare, design (for the demographic) and engineer plans as required and submit to council if necessary		
8. Scope of works <ul style="list-style-type: none"> • List all works required internally eg. furnishing • List all landscaping and site works i.e. garden, turf, driveways etc. 		
9. Works program <ul style="list-style-type: none"> • Engage your builder and other contractors • Schedule the timing of works • Schedule ordering of supplies, accounting for lead times 		
10. Gain Approvals - Private certifier		
11. Take out Construction and on completion Land Lord Insurance		
12. Supervise construction works		
13. Get Certificate of occupancy		
14. Organise Rental manager		

Construction Checklist

TASK	TIMEFRAME	COST
1. Target Area Research and Analysis		
2. Speak to local agents about the demand for the end product		
3. Do Feasibility <ul style="list-style-type: none"> • Zoning • Overlays • Searches 		
4. Determine State and Council Laws, restrictions and requirements for building a dwelling		
5. Meet with your town planner and local council		
6. Building A Team <ul style="list-style-type: none"> • Lawyer that specialises in development • Money Lender or Broker • Civil Engineer that will help with design, planning, feasibility and contracting • Town Planner • Architect • Land Surveyor • Hydraulic Engineer • Civil Hydraulic Engineer • Electrical Engineer • Quantity Surveyor (for larger developments) • Landscape Architect • Real Estate Agent / Purchasing Agent • Graphic Artist • Advertising Agency 		
7. Structuring		
8. Negotiating and Acquisition		
9. Finance		
10. Design and Mapping <ul style="list-style-type: none"> • Architectural • Engineering • Quantity Surveying 		
11. Selecting Builder <ul style="list-style-type: none"> • Fixed price contract 		
12. Applications, Permits and Quotes <ul style="list-style-type: none"> • Finance application for construction • Development Approvals • Quotes from required contractors 		
13. Implement Capital Works <ul style="list-style-type: none"> • Contractors checks • Construction phase • Completion phase 		
14. Marketing and Sale		

Multi-Construction Checklist

TASK	TIME FRAME	COST
1. Target Area Research and Analysis		
2. Speak to local agents about the demand for the end product.		
3. Do Feasibility <ul style="list-style-type: none"> • Zoning • Overlays • Searches 		
4. Determine State and Council Laws, restrictions and requirements for building a dwelling		
5. Meet with your town planner and local council		
6. Building A Team <ul style="list-style-type: none"> • Lawyer that specialises in development • Money Lender or Broker • Civil Engineer that will help with design, planning, feasibility and contracting • Town Planner • Architect • Land Surveyor • Hydraulic Engineer • Civil Hydraulic Engineer • Electrical Engineer • Quantity Surveyor (for larger developments) • Landscape Architect • Real Estate Agent / Purchasing Agent • Graphic Artist • Advertising Agency • Surveyor • Body Corp Manager 		
7. Structuring		
8. Negotiating and Acquisition		
9. Finance		
10. Design and Mapping <ul style="list-style-type: none"> • Architectural • Engineering • Quantity Surveying • Strata Planning requirements • Surveyor and Survey Plans 		
11. Selecting Builder <ul style="list-style-type: none"> • Fixed price contract 		
12. Applications, Permits and Quotes <ul style="list-style-type: none"> • Finance application for construction • Development Approvals • Quotes from required contractors 		

Multi-Construction Checklist

13. Implement Capital Works <ul style="list-style-type: none"> • Contractors checks • Construction phase • Completion phase 		
14. Engage Conveyancer for the Community Management Scheme (CMS) and off the plan contracts if required.		
15. Lodge Survey Plan, CTS etc with council for signing/sealing		
16. Registration of Titles		
17. Engaging a Body Corporate Manager		
18. Organise insurance (public liability and building insurance).		
19. Call the first meeting of the body corp.		
20. Advertising and Sale		

Rooming/Boarding Houses Checklist

TASK	TIMEFRAME	COST
1. Research and analysis <ul style="list-style-type: none"> • Define your target market • Check the demand in your area • Find out about the local demographics • Determine suitable property type <ol style="list-style-type: none"> i. New Build ii. Retro Fit • Check council and state legislation <ol style="list-style-type: none"> i. Town Planning Department ii. Building Development iii. Health and Wellbeing Department in Victorian councils and the equivalent in other councils • Check the Australian Building Code <ol style="list-style-type: none"> i. Class 1b ii. Class 3 		
2. Finance <ul style="list-style-type: none"> • Work with a finance strategist 		
3. Rooming/Boarding House A-Team <ul style="list-style-type: none"> • Property manager • Building certifier • Building and pest inspector • Builder • Lawyer that specialises in property • Moneylender or Broker • Tradespeople including plumber, electrician • Real estate agent / buyer's agent • Town planner • Accountant • Referral agencies re sourcing residents 		
4. Scope of work <ul style="list-style-type: none"> • Define all internal works • Define all external works • Define all landscaping and site works 		
5. Building Works <ul style="list-style-type: none"> • Organise design plans • Get quotes • Select and engage contractors • Submit building approval if required • Complete rooming/boarding house 		
6. Approvals <ul style="list-style-type: none"> • Obtain Approvals 		
7. Operational <ul style="list-style-type: none"> • Organise operational management • Advertise for residents, if managing yourself • Prepare evacuation sign etc. as per masterclass, if managing yourself 		

