VIABUILD

Progress claim checklist

Work down the list. A claim that can tick every line is ready for the client; a claim that cannot is not ready, whatever the calendar says.

Job	Claim number	Date

What a compliant claim contains

- ☐ **The parties and the contract**
  Builder and client names as they appear on the contract, the contract date or reference, and the job address. The claim should be traceable to its contract by anyone who picks it up.
- ☐ **A claim number and a claim date**
  Sequential per job, dated the day it is served. The date matters more than it looks, it is what the contractual terms and any statutory clock run from.
- ☐ **The stage, named as the contract names it**
  Claim the stage in the claim schedule's own words, base, frame, lock-up, fixing, practical completion or as your contract defines them, and only once the stage meets its contract definition, not the site's feel of nearly done.
- ☐ **The stage amount from the claim schedule**
  The amount or percentage the contract fixed for the stage. The claim collects what the contract fixed, and a number that does not reconcile to the schedule invites the query that stalls payment.
- ☐ **Approved variations, itemised**
  Every approved variation that belongs with the stage, each with its own line, description, reference to the signed paperwork and amount. Variations left off a claim are revenue delivered and never billed; unapproved variations on a claim are disputes on order.
- ☐ **Any adjustments and credits**
  Prime cost and provisional sum adjustments, credits owed, and anything else the contract requires to be brought to account at this point, each shown as its own line rather than netted invisibly.
- ☐ **The GST line**
  The GST position shown clearly against the total. On a taxable building contract, progress payments generally carry GST; the treatment detail belongs with your accountant, and the checklist item is that the claim shows it rather than leaving it implied.
- ☐ **The total and the due date**
  The amount claimed, and when it falls due under the contract's payment terms, stated on the claim rather than left for the client to calculate.
- ☐ **Claim-to-date figures where the contract uses them**
  On percentage-of-completion contracts, the value complete to date, less amounts previously claimed, so the arithmetic to this claim's figure is on the page.

What rides with the claim

The evidence is assembled during the stage, not hunted at claim time. It is what turns approval from a negotiation into a formality.

- ☐ **Stage photos**
  Dated photos showing the stage complete against its contract definition, wide shots for context and close shots for the items the definition names. Taken during the stage, not reconstructed from a phone roll at claim time.
- ☐ **Inspection records and certificates**
  The inspection result, certificate or compliance record that marks the stage boundary where one applies, frame inspection, waterproofing certificate, or the record the contract or the certifier requires at that point.

☐ **Variation paperwork**
The signed variation document for every variation amount on the claim, the description, the price and the client's approval, dated before the work was done. An unsigned variation on a claim is an invitation to dispute the whole claim.

☐ **The claim schedule reference**
The contract's claim schedule entry the claim is made under, so the client can reconcile the amount against what was signed without asking. The claim that answers its own questions is the claim that gets approved in days.

The caveats that change by state

Three parts of this checklist change depending on where the job is, and each carries the same instruction, confirm the current position for the state where the work is performed.

☐ **The response window**
Where the security of payment Act covers the work, the window for a payment schedule differs by jurisdiction and can be shortened by the contract. Whichever side of a claim you are on, the window is diarised per job, per state, the day the claim is served. The per-state windows are mapped in the security of payment by state lookup.

☐ **Whether the scheme reaches your client at all**
The owner-occupier position is the least uniform question in the regime, broadly inside the scheme in New South Wales since 2021, generally outside it in Victoria, Queensland, South Australia and the ACT, threshold-dependent in Western Australia, and covered on a slower clock in Tasmania. Down the chain, between builder and trades, the schemes apply everywhere, which means the diary step matters even where the client is out of reach.

☐ **The shape of the claim schedule itself**
Domestic building contract legislation in several jurisdictions caps deposits and requires progress payments to be stated in the contract and proportionate to the work performed. That is decided when the contract is signed, but it is why a claim can only ever be as clean as the schedule behind it, and why current standard-form contracts are the simplest way to inherit a compliant structure.

General information, not legal or tax advice.