HEAD OFFICE
Tel: +27 11 317 0000
Toll Free No.: 0800 200 824
Fraud Hotline: 0800 203 698
Website: nhbrc.org.za

PHYSICAL ADDRESS
27 Leeuwkop Road
Sunninghill
Johannesburg
2191

POSTAL ADDRESS
PO Box 461
Randburg
2125

CHANGE OF BUILDER

Section 14(7) f the Housing Consumer Measures Act 95 of 1998, stipulates that if a registered home builder fails to complete the construction of a home, no home builder shall complete the construction of a home without assuming the obligations of the home builder in terms of section 13(2)(b)(i) or the reasonable obligations that the Council may require.

1. A letter from the Housing Consumer indicating his reasons to change builders and who has been appointed to take over. The letter must confirm that there are no financial obligations outstanding between the initial builder and the housing consumer. ☐
2. A letter from the new builder stating that he is taking over the project and accepting responsibility for the property including portions not constructed by him / her (on company letterhead). ☐
3. A letter from his / her competent person accepting technical responsibility for the whole structure – a valid bar code to be put onto the letter. ☐
4. New builder to submit new set of enrolment forms which are completed by the engineer. ☐
5. Title deed or Deed of Sale for land. ☐
6. Contract between new builder and client. ☐
7. Approved plans ☐
8. Proof of payment of enrolment fees paid previously with confirmation the money can be transferred. ☐
9. R43.86 admin fee for the cancellation. ☐
10. Original certificate issued to previous builder must be returned to the NHBRC. ☐
11. Copy of NHBRC certificate – must be certified. ☐
12. Copy of Builder ID – must be certified. ☐
13. Copy of housing consumer ID – must be certified. ☐
14. Bank rating letter or A letter of good standing from the bank. ☐
15. Geo tech report. ☐

Processing time – 15 working days