



PennyGranny



# OUR HIRE PROCESS

## STEP-BY-STEP GUIDE

Hiring a portable building is a smart option – no need to spend all your savings to build or buy a granny flat that may only be used for a limited time!

Not sure how Hire of a Portable cabin work? Don't know what the next step is? This step-by-step guide shows you our entire process in easy steps.

Still have questions? E-mail our team at [info@pennygranny.com.au](mailto:info@pennygranny.com.au) or call us on [1300 665 750](tel:1300665750)



## **STEP 1**

*Do you have a parcel of land suitable for installing one of our cabins?*

To hire one of our portable cabins, you must either own the land/property where the cabin will be installed or have the property owner's consent to place the cabin on their land.

## **STEP 2**

*Tell us about yourself and your property.*

Submit an enquiry through our online Enquiry Form <https://pennygranny.com.au/contact-hire/> and choose the most suitable building for you.

Once you have submitted an enquiry, we will send you an email asking to complete our Site Evaluation Form, providing as much information about the land as possible.

Our team will review the submitted information and ask you to send us a short video of the access to your property and the desired unit location, to ensure the truck has sufficient access.

We will also send you a detailed Site Preparation Guide with all the information that you need to know about the required footings, delivery process and connection of your unit to water, waste and power services.

## **STEP 3**

*Once you have provided all the required information and they have been reviewed by our team, we are ready to proceed to a Hire Agreement.*

Our Team will send you our Hire Agreement for you to sign – we use a secured digital signature platform.

Once the contract is signed, we will ask you to pay a Security Bond. The bond is 8 weeks of rent if you can provide information for us to perform a background check. Without a background check, a rental bond of \$4000 applies.

Please note, 100% of the bond is required on signing of the hire agreement. The bond amount is fully refundable at the end of the Hire period as long as there has been no damage to the unit.

## **STEP 4**

*Site Preparation.*

Is your ground levelled? Do you have footings for the cabin to sit on?

Our team will send you detailed recommendations on the footings type you will need to supply for the chosen Portable Cabin.

One of the following methods of support is required:

1. If the ground is not level, the best options are 8 x Concrete footings in the ground or Steel piers.
2. If the ground is level and the soil is compacted, a minimum of 6 x treated timber sleepers or 6 x concrete sleepers or 8 x concrete blocks (placed on concrete pads or directly on the ground). We recommend to use concrete sleepers or blocks for the hire period longer than 12 months.



## STEP 5

### Delivery.

We provide delivery free of charge within 200km of Sydney / Brisbane / Melbourne CBD. For cabins up to 12m in length, travel beyond 200km will incur an additional transport fee of \$2 per kilometre. For cabins 12m or greater in length, travel beyond 200km will incur an additional transport fee of \$4 per kilometre. Delivery is calculated from the CBD of the state your property / site is located in. Please note this fee is applicable to both delivery and collection of the cabin.

A minimum gate width of 3.5m is required for a straight entry, and a minimum gate width of 6m is required if the truck need to make the turn from a normal 2 lane road.

If our truck can easily access your property, we will be able to slide the unit off directly onto the footings (unit/footings type restrictions may apply).

A crane will be required if the unit cannot be slid off directly onto the footings due to the access, footings type and weather conditions. Our Team will let you know if this is the case during the Site evaluation process (Step 2).

Our average turnaround time from the Enquiry form submission to Delivery of the Portable Cabin between 1.5 and 2 weeks.





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## **STEP 6**

*Connecting Unit Services.*

Once the unit is positioned onto the footings, you will need to engage a licenced plumber and electrician to connect your Portable Cabin to the services (power, water, sewer, gas).

PennyGranny will guide you through the entire process and can help you to find a qualified trade person if required. Please discuss with the PennyGranny team as to how we can provide repayable financial assistance with all site-associated costs.

## **STEP 7**

*Enjoy your new home!*

In order to streamline and take the stress out of paying your weekly invoices, we utilise a secure direct debit system to manage these weekly payments. So all you need to do is to enjoy your new home, for as long as you need it.

## **STEP 8**

*End of Hire.*

No longer require your Portable Cabin? Please get in touch with our team and we will make arrangements to collect the building from your property.