

# WORKING WITH AN ARCHITECT CHECKLIST

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## WHAT TO CONSIDER WHEN CHOOSING AN ARCHITECT

Before selecting an architect to work with, consider your priorities and whether the architect you are considering is the right architect for your project. The following checklist may assist you with this decision.

- Have I done my research?
  - Do I like the architect's work?
  - Have I looked at their previous work on their website?
  - Have I considered multiple architects?
- Is the architect registered with the ARBV?
 

Check the register on the ARBV website: [www.arbv.vic.gov.au](http://www.arbv.vic.gov.au)
- Have I done a reference check?
  - Is the architect a good communicator?
  - Does the architect meet deadlines?
  - Was the client satisfied with the service received?
  - Would they recommend the architect?
  - Would they do anything differently?
- Does the architect understand my brief & priorities?
- Has the architect provided a clear fee breakdown for their services?
- Is this architect a 'good fit'?

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## WHAT TO CONSIDER WHEN ENGAGING AN ARCHITECT

Before starting work with an architect ensure you have a written client-architect agreement in place. This agreement should outline the roles and responsibilities of both parties under the agreement and must include the following:

- Details of who the agreement is between
- The name, registration number and contact details of the architect
- The scope and nature of the project, as well as any specific requirements
- The timeframes
- Details on reasonable estimates of costs (if possible)
- Details on how the fees and costs will be calculated and paid
- How progress updates will be provided to you
- Details on how you authorise the architect to proceed with work
- Details on how a change or amendment might impact the fees and costs
- Details on making and approving changes or amendments
- Details on when the architect may need to withdraw from the agreement
- How the agreement may be terminated

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## PRIOR TO SIGNING THE SERVICE AGREEMENT CONSIDER:

- Have I read the agreement?
- Is the architect registered with the ARBV?
- Have I checked the architect's contact details are correct on the agreement?
- Do I understand the agreement?
- Has the architect answered any question I have?
- Have I sought external / legal advice on anything I do not understand?