



Conciliation/Claim Inspection Request Form Condominium Common Elements

Please complete and submit all of the information requested on this form. In addition, the condominium corporation is required to submit a completed Performance Audit Tracking Summary identifying outstanding deficiencies in accordance with Registrar Bulletin 2.

Submit this form to the attention of the Common Elements Team at 5160 Yonge St., 7th Floor, Toronto, Ontario, M2N 6L9, in person, by mail, by courier or by email at commonelements@tarion.com. Send a copy of this completed form to your vendor/builder and keep a copy for your records. Please print clearly.

Section 1: Claimant Information

Condominium Corporation Name		Date of Registration (YYYY/MM/DD)	
Project Name		Enrolment #	
Street #	Street Name		Phase # (if applicable)
City/Town		Province	Postal Code
Number of Units Leased by Vendor/Builder		Case ID	

Section 2: Condominium Corporation Contact Information

Contact Name	Position
Phone	Email
Mailing Address	



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Section 3: Condominium Manager or Designate (if different from above)

Condominium Management Provider	Condominium Manager
Phone	Email
Mailing Address	

Section 4: Additional Information

Are you currently involved in litigation with your Vendor/Builder? (If Yes, please provide us with copies of the Statement of Claim and Defense)	Yes	No
Has a technical consultant assisted in the preparation of this claim submission? (If Yes, please provide details about the technical consultant below)	Yes	No
Name of Technical Consultant:		
Company:	Phone:	

Section 5: Declaration

I confirm that the information contained herein lists all warranty claims accurately and clearly reflects the nature of the claims involved. I understand that failure to disclose all information related to the nature and extent of each deficiency and/or failure to provide adequate details to Tarion may result in a denial of the condominium corporation's warranty claims.

Condominium Corporation Name	Contact Name & Position	
Address	Phone	
Date (YYYY/MM/DD)	Signature	
I have authority to bind the Corporation		

Please note that you should allow your vendor's representatives or subcontractors access to the condominium building and units (as required) during regular business hours, at a mutually acceptable time arranged in advance, in order to complete the necessary work. Failure to do so may jeopardize your warranty rights.