



First-Year Form

Condominium Common Elements

To notify Tarion of first-year deficiency items, complete and submit this form during the first year following condominium registration.

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: Condominium Project Identification Information

Date of Registration (YYYY/MM/DD)		Vendor Name & Licence #			Enrolment #	
Street #	Street Name				Phase # (if applicable)	
City/Town			Postal Code	Lot #	Project Name	

Section 2: Condominium Corporation Contact Information

Condominium Corporation Name		Property Manager or Designate Name (if applicable)	
Contact Name & Position		Property Manager/Designate Phone	
Phone		Property Manager/Designate Email	
Email			

Section 3: Condominium Corporation Mailing Address

Street #	Street Name			Suite/Unit
City/Town		Province	Postal Code	



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Section 4: Outstanding Items

List below all items you are claiming under the first-year statutory warranty. If you need more space to list your items, make copies of this page, number the items consecutively, and attach them to this form. Alternatively, you may attach a performance audit accompanied by the Performance Audit Tracking Summary, which can be found at tarion.com.

Note: Attach all documentation/reports/photos that support your claim.

Item #	Room/Location	Description



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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.