

## Application for Registration Package

**This Application for Registration should be submitted to our offices at the address above.**

As part of your application process you should review the Builder Bulletins at [www.tarion.com](http://www.tarion.com) and familiarize yourself with them prior to the orientation, interview and test.

### **New Applicants:**

New Applicants should adhere to the guidelines outlined in Builder Bulletin 30.

All Type C and D condominium applicants will adhere to the guidelines outlined in Builder Bulletin 19.

Documents required for Registration:

“New Applicants” must provide the following Documents for Registration:

1. The Application for Registration with Tarion Warranty Corporation.
2. Personal Net Worth Statement (including back up documentation for assets, i.e. bank statements, property assessment etc.).
3. Up to date Financial Statements for the applicant (if you are applying as an incorporated company).
4. A copy of the Vendor agreement.
5. A copy of the Builder agreement.
6. A completed copy of the Indemnity Agreement.
7. Registration fee of \$2,500 (Tax exempt) payable to Tarion.\*
8. Letter of Reference from your bank outlining the duration and standing of your accounts.
9. Copies of the Articles of Incorporation (if you are applying as an incorporated company).
10. Copy of the Registered Marketing Name for Corporations and Sole Proprietors.
11. Cash flow and break-even analysis. Source of funding for project.

Should you have any questions or require assistance in completing this application for registration please contact a representative in Licensing and Underwriting toll free at 1-877-696-6497 ext. 3001 or (416) 229-3844 ext. 3001.

\*Umbrella applicants please contact Licensing & Underwriting at 1-877-696-6497 ext. 3001 or 416-229-3844 ext. 3001.

**“New Applicants”** are required to attend an orientation and interview and to complete a technical test, unless indicated otherwise in Builder Bulletin 30.

The purpose of this interview is to exchange information and establish an understanding of the expectations of each party; and review the applicant’s planned business venture and their background. An open book technical test based on the Ontario Building Code must also be completed by the applicant, (if a sole proprietor) or by a Principal, Director or Officer of the applicant (if applicant is an incorporated entity). The orientation session gives an overview of the responsibilities, timelines and customer service standard all registrants are required to adhere to.

Tarion is established as an underwriter to the industry and it is our desire to understand your business proposal and your plans for its success. **Please prepare and submit the following information** in order that we may complete your review effectively and efficiently.

1. Executive summary outlining the history of the applicant company. Include Contractor's Principal and management resume/credentials (in detail).
2. Project Economics: budget/cash flow proforma, overhead costs, deposit schedule, assumptions and equity.
3. Architectural plans or renderings with specifications.
4. Sample contract documents and forms, including Agreement of Purchase and Sale, Schedule “A” or list of features, construction budget, sub-contractors construction contract.
5. Market absorption/supply stats for applicable product/location.
6. Target Buyer Profile: Who is your customer and what niche are you going to fill?
7. Marketing material or marketing plan outlining target market, business positioning and marketing strategy.
8. After sales service policy.

Should you have any questions or require assistance regarding the interview and test, please contact Mr. Andy Ferguson at 1-877-696-6497 ext. 2101 or Mr. Mike Hanas at 1-877-696-6497 ext. 2416.

We also encourage you, once you are registered, to sign up for **Tarion BuilderLink (formerly Tarion Builder Portal)**, an electronic window into our systems that allows you to access and work with the same information that we do. Further information on this will be provided at the orientation session.