

We encourage you to submit your application electronically via [Tarion.com](https://tarion.com), where you can complete, pay and submit your application online. Once you have submitted your application online, you can sign-up for Tarion's **BuilderLink**, an electronic window into our systems that allows you to track the status of your application and accept your **Conditions of Registration**, if approval is granted.

Alternatively, this Application for Registration and all documents may be submitted to:

Tarion Warranty Corporation
5160 Yonge Street, 12th Floor
TORONTO, ON M2N 6L9

If at any time during your application process you have any questions, or for assistance with the application form, please contact the **Licensing and Underwriting Department** toll free at 1-877-696-6497 ext. 3001 or via the *Contact Us* page at [Tarion.com](https://tarion.com).

Tarion is committed to providing an inclusive and accessible environment in which all members of the public have equal access to its services and are treated with dignity and respect. If you require Accommodation, please go to our website at [Tarion.com](https://tarion.com) or contact us at 1-877-982-7466 for assistance.

Completing the Application

All Applicants must complete Sections A to O on the Application for Registration form. PLEASE NOTE: Submission of an incomplete Application Package or missing documentation, will result in delaying the processing and potential approval of your application.

Along with your Application for Registration and the \$2,500 Application Fee* (HST exempt) you must also provide the following documents to support your application:

1. A copy of the completed and signed Vendor Agreement (if applying as a Vendor)
2. A copy of the completed and signed Builder Agreement (if applying as a Builder)
3. If you are applying as a Vendor only, or as a Builder only, provide a copy of the executed construction agreement between the Vendor and Builder
4. Copy of the Articles of Incorporation, if you are applying as an incorporated company, and/or if the Guarantor is a corporation

5. Master Business Licence filed with the Ministry (if you will be using an Operating Name)
6. Shareholder Register, if the Applicant is a corporation
7. Initial Return/Notice of Change in Directors and Officers of the Applicant filed with the Ministry (for applicants that are corporation)
8. Guarantee and Indemnity Agreement completed and signed for each Guarantor
9. For each individual signing the Guarantee and Indemnity Agreement, or if you are applying as a Sole Proprietorship or Partnership, provide a completed Personal Net Worth Statement
 - include supporting documents for each asset and liability listed, i.e. bank and investment statements, property tax bill for real estate held, externally prepared financial statements for businesses owned, etc.
 - all supporting documents must clearly show the owner's name, date and current value, and must be no older than 6 months
10. If you are applying as an incorporated company, the most recent externally prepared Financial Statements, with signed engagement letter (Notice to Reader, Review or Audit Engagement) for the applicant, or the most recent Corporate Tax Return, including Schedules 100, 125 and 141
11. If you are proposing to build Condominium units, the completed Condominium Project Profile and General Review Form
12. For proposed Condominium projects, please submit a copy of the Agreement of Purchase and Sale, Declaration and Disclosure Statement (draft documents acceptable)
13. A copy of the transcript (proof of course completion) for each Core Competency that you have completed. Alternatively, please complete the Equivalency Request form available at [Tarion.com](https://www.tarion.com) if you are requesting an equivalency for a competency
14. Based upon the type of organization you are applying as, please sign the correct area in Section O
 - a. All applicants must complete the Date of Signing (Section O, Part 1) and have a Witness provide their Name and Signature (Section O, Part 2)
 - b. If you are applying as a Corporation or Limited Partnership, sign and print your name in Section O, Part 3

- c. If you are applying as a Sole Proprietorship, sign and print your name in Section O, Part 4
- d. If you are applying as a Partnership or Joint Venture, each principal must sign and print their names in Section O, Part 5

As part of your application process, you should familiarize yourself with the Ontario New Home Warranties Plan Act and Builder Bulletins (accessible at Tarion.com), as they form part of the terms and conditions you will need to adhere to if your registration is approved.

*Umbrella applicants, please contact Licensing & Underwriting toll-free at 1-877-696-6497 or 416-229-3844 ext. 3001 for fee requirements.

- ➔ ***If you currently have another registration with Tarion, please proceed to complete the Application for Registration form and other documents.***
- ➔ ***For all NEW applicants that are currently not registered, please read the below requirements for new applicants.***

Mandatory Core Competencies

All new Vendor and/or Builder applicants proposing to build homes constructed under Part 9 of the Ontario Building Code must complete the Core Competencies listed below, in addition to Tarion’s existing registration requirements. As of September 1, 2016, the Core Competencies are required as part of your Application for Registration with Tarion.

If you are applying as a Vendor and/or Builder, all seven (7) Core Competencies are required.

If you are applying as a Vendor only, five (5) Core Competencies are required; Building Codes and Construction Technology are excluded.

You must provide Tarion with proof of completion for each Core Competency, or complete an Equivalency Request Form and provide all supporting documentation. Failure to provide supporting documents for Equivalency Request will result in your request being denied.

Core Competency	Mandatory For
Business Planning and Management	All Applicants
Financial Planning and Management	All Applicants

Project Management and Supervision	All Applicants
Legal Issues in Housing	All Applicants
Customer Service and Tarion Warranty Requirements	All Applicants
Building Codes in Ontario	Vendor/Builder Applicants only
Construction Technology	Vendor/Builder Applicants only

You can access further information, course listings and course providers for the Mandatory Core Competencies via Tarion.com.

Tarion may grant exemptions for some of the education requirements on the basis of an applicant's prior experience and education. Exemptions will be considered for the following categories:

- Applicants who were Principals, Officers, or Directors for five or more years with a registered builder;
- Applicants who were employees engaged in the customer service, construction or business management of a registered builder, and who have five or more years in that capacity;
- Applicants who have obtained comparable core competencies with another Canadian Warranty Program;
- Applicants who have achieved a professional designation or obtained formal education in an area related to an area of competency;
- Applicants who have achieved Ministry of Municipal Affairs and Housing recognition for competency in Part 9 of the Building Code.

Exemption requests will be evaluated by Tarion on a case by case basis. If you think your experience and professional qualification may be eligible for an exemption, please complete the Equivalency Request Form and provide all supporting documentation. Failure to provide supporting documentation will result in your request being denied.

Business Interview and Information Session

New applicants are required to attend a Business Interview and Information Session after submitting their application. This will only be scheduled if the Core Competency requirements have been met, or an Equivalency Request form has been submitted and the equivalencies successfully granted.

The purpose of the Business Interview and Information Session is to exchange information and establish an understanding of the expectations of each party. It includes a review of the applicant's planned business venture and their background, as it is our desire to understand your business proposal and your plans to make it successful. It also provides an overview of the applicant's responsibilities, timelines and customer service standard that you are expected to adhere to.

Please prepare and submit the following information along with your application, or the latest, prior to your scheduled Business Interview date (you may email documents to Licensing and Underwriting or your assigned Underwriting Coordinator):

1. Executive Summary, outlining the history of the applicant company. Include the Principals, Directors, Officers and management's resume/credentials (in detail).
2. Project Economics: budget/cash flow pro-forma; overhead costs; deposit schedule; assumptions; and equity.
3. Architectural plans or renderings with specifications.
4. Sample contract documents and forms, including the Agreement of Purchase and Sale, Schedule "A" or list of features, construction budget, sub-contractors construction contract, etc.
5. Market absorption/supply statistics for the 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 the target market, business positioning and marketing strategy.
8. After sales service policy.
9. Cash flow and break-even analysis (source of funding for project).

Should you have any questions or require assistance regarding the Business Interview, please contact either of the following individuals:

Mike Hanas
Mike.Hanas@Tarion.com
1-877-982-7466 ext. 2146

Andy Ferguson
Andy.Ferguson@Tarion.com
1-877-982-7466 ext. 2101