

Registrar Bulletin No. 05

Builder Deliveries

Issue Date: February 1, 2021
Effective Date: February 1, 2021

This Bulletin replaces and supersedes Builder Bulletin 34, issued June 1, 1994. The word “builder” when used in this Bulletin, includes both a vendor and a builder, as applicable.

What This Bulletin is About

Tarion is making adjustments to the content and processes relating to the delivery of various key documents which must be delivered or attached at or after the sale of a new home including:

- Warranty Information Sheet
- Access to the Tarion **Learning Hub** (concerning information previously provided in the Homeowner Information Package)
- Purchaser/Owner Contact Information
- Addendum
- Pre-Delivery Inspection Form
- Certificate of Completion and Possession and Warranty Certificate

The goal of these changes generally is to streamline the processes and to allow for electronic availability, delivery, and storage of these documents.

The principal objectives with these changes are as follows:

1. Ensure that homeowners receive pertinent information about new home statutory warranties at the relevant stage of the purchase transaction process;
2. Streamline the information delivery process and make it as efficient as possible; and
3. Move to a digital format which allows for more accurate data input, easier delivery, retrieval, storage, retention and communication, and reduces the environmental impact.

An additional goal is to move as many homeowners as possible to Tarion’s MyHome Portal and as many builders as possible to Tarion’s builder portal (BuilderLink) so that in each case documents can be prepared and delivered online.

Warranty Information Sheets

The Warranty Information Sheet is a concise overview of a home buyer’s statutory warranty coverage and includes information about the Pre-Delivery Inspection, deposit protection, and directs purchasers to sign up for Tarion’s MyHome warranty management portal. The Warranty Information Sheet is available in six versions: freehold, condominium, contract homes, residential condominium conversion, vacant land condominium and new home with a parcel of tied land.

Builders are required to attach the appropriate version of the Warranty Information Sheet to every purchase agreement or construction contract with an owner at the time the document is signed. This can be achieved by printing a hard copy and physically attaching it to the purchase agreement or construction contract or by including a PDF of the Warranty Information Sheet along with the purchase agreement or construction contract.

Homeowner Learning Hub

The Learning Hub is an online learning tool comprised of interactive modules that provide overviews of specific parts of the new home buying journey and the relevant warranty information.

The Learning Hub is accessed via Tarion's website (www.tarion.com/learninghub) and includes the substantive warranty process information that was formerly included in a document titled Homeowner Information Package (HIP).

Builders are encouraged to provide a link to the Learning Hub to their purchasers. For purchase agreements signed prior to February 1, 2021 (which still required the provision of the HIP), builders may provide a physical or digital copy of the HIP if they had previously downloaded or printed one. For those that do not have a copy of the HIP, they can provide purchasers with a link to the Learning Hub, or if they have a link to the HIP embedded in their materials, the link will automatically redirect purchasers to the Learning Hub.

Purchaser Contact Information

In order to facilitate communication between Tarion and purchasers prior to possession, builders will be required to complete and submit a contact form for each purchaser or owner in connection with a contract home. The form includes purchaser/owner name, mailing and email address, date of purchase agreement (or construction contract) signing, type of home, anticipated closing/completion date and details about the vendor and builder.

Builders must submit purchaser/owner contact forms for each home sold within 30 days of the purchase agreement (or construction contract) being signed. Purchaser/Owner contact forms will be available on BuilderLink and can be submitted via the document upload.

Addendum

The Addendum is a supplement to a purchase agreement with helpful information for the purchaser and a number of standard provisions which are deemed to form part of the purchase agreement. Builders are required to attach the appropriate Addendum to every purchase agreement for a home when it is signed.

Pre-Delivery Inspection

On the pre-delivery inspection date, the builder shall complete and sign a certificate of completion and possession form and a pre-delivery inspection form approved by Tarion and deliver a copy of the completed and signed forms to the purchaser or owner, as the case may be.

Upon the request of the owner or Tarion, the builder, as the case may be, shall provide to the owner and to Tarion a completed and signed copy of the pre-delivery inspection form mentioned

Combined Certificate of Completion and Possession and Warranty Certificate

These two documents, the Certificate of Completion and Possession/Warranty Certificate (the "CCP/WC"), will continue to be addressed in a single document.

The builder will, as an interim measure, have the option of : receiving a partially completed copy of a paper version of the CCP/WC; or alternatively, registering on Tarion's builder portal (BuilderLink) and completing the CCP/WC online.

Builders are required in either case to complete the document in full, with accurate information and thereafter provide a copy of the CCP/WC to each purchaser on or before the date of possession.

Builders will continue to be required to submit a copy of the CCP/WC to Tarion within fifteen (15) days from the date of possession, for new homes and for common elements within fifteen (15) days following registration of the Declaration and Description.

The only party required to sign the CCP/WC is the builder. This can be done by signing a printed hard copy or through an electronic signature in Tarion's builder portal (BuilderLink).

Builders are cautioned that the form to be provided to purchasers is the form approved by Tarion with necessary blanks completed. The form must not be changed as to format or otherwise altered. For example, Tarion's logo must not be removed and supplementary provisions not contemplated by the approved form must not be added.

Paper versions of the CCP/WC will continue to be available from Tarion as an interim measure until such time as builders move to the builder portal (BuilderLink).

Registrar

"Peter Balasubramanian"