



Condominium Project Profile Form

Part 1: Vendor and Builder Information

Proposed Vendor (or Vendor/Builder) Name:

HCRA Licence #:

Licence Type:

Vendor and Builder

Vendor Only

If Vendor only, please specify the Builder:

Builder Licence #:

Additional Comments:

Part 2 : Project Information

A. General Information

Please provide the following general Information about the proposed project.

Project Name:

Municipal Address:

Nearest Intersection:

City and Municipality:

Plan:

Concession:

Lot Number:

Block Number:

Property Tax Enrolment #:

Estimated Start Date for Sales:

(i.e., the taking of deposit money and/or signing of Agreements of Purchase and Sale)

Estimated Construction Start Date:

Estimated Occupancy Date:

Number of Residential Units Proposed:

Number of Rental Units (if any) Proposed:

Number of Commercial Units (If any) Proposed:

Number of Storeys Above Grade:

Number of Storeys Below Grade:

Use of Space Below Grade:

Total Square Footage:

(Please include the total per building if multiple buildings are planned)

List of Proposed Common Elements (e.g., elevator, parking, etc.):

List of Proposed Recreational Facilities (e.g., pool, party room, gym, etc.):

B. Site Supervisor

Please provide the following information about the Site Supervisor.

Name:

Current Place of Employment:

Example of at least one similar project constructed in a Site Supervisor capacity:

Project Name:

Location:

Number of Units:

Number of Storeys:

Date Completed:

C. Condominium Corporation Type

Please select the type that best reflects the characteristics of the proposed condominium project (select only one).

Standard Condominium Corporation

Standard-Phased Condominium Corporation (per Condominium Act, 1998)

Leasehold Condominium Corporation

Common Elements Condominium Corporation, Parcel of Tied Land (POTL)

Vacant Land Condominium Corporation

If you have selected the Common Elements Condominium category above, please provide the following additional information.

Are the homes freehold and tied to a Common Elements Condominium Corporation? Yes No

If Yes, please outline the general nature of the common elements shared among the freehold homes:

Does the project include Part 3 Ontario Building Code requirements? Yes No

If Yes, please outline the specific components that include Part 3 requirements:

If you have selected the Vacant Land Condominium category above, please provide the following additional information.

Are the homes constructed on land which forms a vacant land condominium corporation? Yes No

If Yes, please outline the nature of the common elements shared among the purchasers of the homes in the project:

Does the project include Part 3 Ontario Building Code requirements? Yes No

If Yes, please outline the specific components that include Part 3 requirements:

D. Condominium Structure

Please select the structure type based on which parts of the Ontario Building Code (OBC) apply to the building. It is the designer/architect's responsibility to confirm by OBC data matrix or letter whether Part 9 and/or Part 3 of the OBC applies to the proposed condominium project. If you need assistance in determining the type, please send an email to b19@tarion.com.

Type A

- Project has only Part 9 OBC construction requirements and is a lot-line condominium
- Examples are freehold townhomes with common elements such as roadways, sidewalks, etc.
- Verified through Schedule C of the Declaration
- Includes Vacant Land and Common Elements Condominium Corporations

Type B

- Project has only Part 9 OBC construction requirements and is not a lot-line condominium
- Examples are buildings 3 storeys or less with building area less than 600 square metres/6460 square feet
- Common elements usually begin from back side surface of drywall, and may include exterior of the unit
- Verified through Schedule C of the Declaration

Type C

- Project has both Part 3 and 9 OBC construction requirements
- Examples are townhomes, stacked towns, and mid-rise buildings of 3 storeys or less, usually with underground parking requiring Part 3 OBC

Type D

- Project has only Part 3 OBC construction requirements
- Examples are mid-rise and high-rise buildings with 4 or more storeys subject to Part 3 OBC only

None of the Above (Please select this option if the proposed project does not fit into any of the above categories)

Note

If your proposed project has a unique profile and does not reflect the characteristics of the condominium categories described above, or If you are uncertain which category your proposed project falls under, Tarion will assign an appropriate category based on your description. The Registrar reserves the right to determine the category of any condominium project.

Sub-Categories

Does the proposed project fit into one or more of the sub-categories listed below? If so, please check all boxes that apply.

Wood Structures

5 or 6 Storey Wood

Encapsulated Mass Timber (up to 12 storeys) Number of Storeys:

Condominium Conversion

- Project will incorporate the conversion of a building with pre-existing elements into a residential condominium conversion project (an RCCP as defined in Registrar Bulletin 18)
- Please note that even small areas of façades or heritage components may be considered pre-existing elements

Mixed-Use Project

- Project will include units which are sold for use other than residential
- A mixed-use project is one where units are zoned for residential or commercial use or both

Modular Condominiums

Will the project include any modular or pre-fabricated systems constructed offsite and assembled onsite (e.g., modular units, panelized walls, framing, etc.)? Yes No

If Yes, please describe and provide manufacturers' information:

E. Project Team for Type C and D Condominiums

This section is to be completed only by those proposing to build a Type C or D condominium structure (see section D above for details).

Please provide the following information about the proposed project team.

Architect

Name:

Email:

Firm:

Structural Engineer

Name:

Email:

Firm:

Mechanical Engineer

Name:

Email:

Firm:

Electrical Engineer

Name:

Email:

Firm:

Bulletin 19 Field Review Consultant*

Name:

Email:

Firm:

* Registrar Bulletin 19 reporting is required for Type C/D condominiums. Bulletin 19 is available on Tarion's website. Note: The Bulletin 19 Field Review Consultant may not be one and the same as any other Design Consultants required by the Bulletin.

Acoustical Consultant

Name:

Email:

Firm:

Geotechnical Consultant

Name:

Email:

Firm:

F. Project Team for Wood Structures

This section is to be completed only if proposing to build wood structures (5/6 storey wood frame construction or encapsulated mass timber wood construction up to 12 storeys (see Section D for details)).

Please provide the following information about the proposed project team.

Fire Consultant

Name:

Email:

Firm:

Building Code Consultant

Name:

Email:

Firm:

G. Technical Information

Will this project retain any heritage/existing components in the design? Yes No

If Yes, please outline the specific heritage matters and how they are being addressed in order to allow for the project to move forward:

Will this project include any part of an existing building that will be incorporated in the design and construction of the proposed condominium project (e.g., a wall of an existing building)?

Yes No

If Yes, please specify:

Is the proposed project 65 or more storeys in building height or more than 250 metres in height?

Yes No

Has an application been submitted (or is there an intent to submit an application) for early occupancy during construction in accordance with Sentence (6) of Article 1.3.3.7, Division C of the Ontario Building Code, *Occupancy Permit - Super Tall Buildings*?

Yes No

What type of structure or framing is proposed? Check all that apply:

Wood Frame

Core Slab

Reinforced Concrete

Other (please specify):

What type of exterior cladding is proposed? Check all that apply:

Curtain Wall

Window Wall

Insulated Concrete Forms

Masonry

Other (please specify):

What type of window system is proposed? Include all that apply:

What type of roofing structure is proposed?

Conventional

Green Roof (Intensive)

Green Roof (Extensive)

What type of mechanical system is proposed?

Where will the mechanical system (chiller, cooling tower, etc.) be located in relation to the following?

Units:

Geothermal Systems:

Green Roof

What type of vehicle parking system is proposed?

Common Parking Lot (i.e., at grade surface parking)

Private Driveway

Private Garage

Is the garage attached to the unit?

Yes

No

Underground Parking Number of Levels:

Other (please specify and provide number of levels):

What type of balcony guard system is proposed?

Does the proposed include a unit over unit configuration (staked towns, high-rise, mid-rise, etc.)? Yes No

If Yes, please describe:

Does the proposed include a rooftop terrace? Yes No

If Yes, please describe:

Glass Panel Type:

Tempered

Tempered Heat Soaked

Tempered with 3M Film

Laminate

Glass Panel Thickness: > 6mm ≤ 6mm

Installation: Outboard (within 50mm of slab edge) Inboard of slab edge

Support System:

All edges supported

Top and bottom edges supported

Top and side edges supported

Side and bottom edges supported

Side edges supported

New Technology

Is the use of new materials (new products/new to Ontario) as well as new and unique applications of existing materials proposed to be used in a major component of a project?

Yes

No

If Yes, please describe:

Are energy efficiency characteristics being pursued?

Yes

No

If Yes, please specify:

Are there any other uncommon characteristics to the proposed project?

Yes

No

If Yes, please specify:

H. Financial Information

Please provide the following supplemental financial information for the proposed Vendor (or Vendor/Builder) and the proposed project.

What is the financing strategy for the project?

What percentage of the project will be financed with equity?

What is the source of the equity?

Which (if any) external investors will be participating in the project?

What percentage of the project will be financed with debt?

Which financial institution(s) has/have been approached to finance the construction of the proposed project?

What is the source of the debt financing?

Will lenders be given an equity position in the project? Yes No

What is the average anticipated sales price of the proposed residential units?

What is the average deposit amount per residential unit that will be collected?

I. Legal Information

Please provide the following legal, land, and title-related information for the proposed project.

Please specify who will be acting as your condominium lawyer:

Name:

Law Firm:

Address:

Phone:

Please specify who will be acting as your escrow agent:

Name:

Law Firm:

Address:

Phone:

Who is the Declarant for the proposed project? (The Declarant is the owner of the property on which the proposed project is to be constructed?)

If the Declarant and proposed Vendor are two separate persons, please provide further background on their relationship?

Who will be listed as the Vendor on the Agreement of Purchase and Sale?

Who is the current legal owner of the land on which the project will be built?

Who will be transferring title to the purchaser?

Are there registered title restrictions that could prevent the completion of the project and/or sale of units to purchasers?	Yes	No
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If Yes, please provide a written notice from your lawyer explaining the title restrictions.

Will all common elements of the project be registered under one standard condominium corporation?	Yes	No
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Will the Vendor or an affiliated entity retain ownership of any service, equipment or amenity in the project, intended to be leased back or sold to the condominium corporation upon registration/turnover (e.g. geothermal heat pump system)?	Yes	No
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Are there units retained by applicant, and purpose of unit beyond residency?	Yes	No
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If Yes, please provide a list of the components to be retained:

Please provide the following information about the Agreement of Purchase and Sale (APS) for the proposed project. Please note that a draft copy of the APS and the Addendum that will be attached to the APS may be required as part of your application:

Who is the Vendor listed on the APS? Note: The Vendor listed on the APS must be the HCRA licensee.

Please specify any early termination conditions and applicable dates that will be included in the Addendum to the APS:

Please provide the following information regarding the status of municipal approvals for the proposed project:

Has zoning approval been achieved? Yes No

If Yes, please specify the following:

When was zoning achieved?

What type(s) of zoning approval(s) was/were achieved (e.g. residential, mixed use, etc.):

If zoning approval has not been achieved, please specify the following:

When is zoning approval anticipated?

When did the first meeting between the applicant and the municipal planner take place?

Who is the planner of record?

Does the proposed project require an official plan amendment? Yes No

If Yes, when was the complete application submitted?

What is the current status of the application?

Which feature of the project requires the official plan amendment?

Has Site Plan Approval been achieved? Yes No

If Yes, when was Site Plan Approval achieved?

If No, when is Site Plan Approval anticipated?

If you selected the Mixed-Use Project in Section D, please respond to the below questions:

How many units will be sold for purposes other than residential?

What type(s) of non-residential units will be permitted?

Will there be separate access and parking for the commercial tenants and their clients? Yes No

Will the residential and commercial elements be part of the same or separate condominium corporations? Same Separate

Which common elements and amenities will the commercial unit owners and their clients have access to?

Will there be a shared facility agreement in place? Yes No

If Yes, please provide a draft copy of the Shared Facility Agreement along with your application.

If No, please specify which condominium corporation will own the common elements?

Will the declarant or entities other than the condominium corporation retain title of any areas of the building that are typically considered a common element (such as mechanical systems, cladding, structure, etc.)?

Yes

No

If Yes, please provide a list of the areas and proposed ownership:

Part 3: Additional Requirements for Type C/D Projects

If you are proposing a Type C/D condominium, you must provide additional documentation to Tarion with this form. The documentation required from a New Applicant, a High-Risk Applicant, or an Experienced Applicant is set out below. Tarion will require this documentation prior to assessing your proposed condominium project and any missing documentation may delay the assessment.

A **New Applicant** is an applicant with:

- no previous Umbrella Group association; and/or
- fewer than FOUR (4) completed Type C/D projects enrolled with Tarion (a project is considered completed one year after condominium registration).

A **High-Risk Applicant** is an applicant considered to be a higher risk by Tarion for reasons including, but not limited to, previous cancellations, poor after-sale service history, lack of zoning approvals, and/or financial feasibility concerns. High-Risk Applicants will be determined on a case-by-case basis and will be advised by Tarion accordingly.

A New Applicant or a High-Risk Applicant must provide the following documentation to Tarion with this form:

Document		Reason	Additional Information
1	Budget/Pro Forma	To understand the costs and timelines involved in the project and confirm that the budget was reviewed by an external costing expert.	Must be prepared by a third-party cost consultant.
2	Land Mortgage	To understand the terms and amount of mortgage.	Must be the latest mortgage statement.
3	Construction Financing Agreement/Discussion Paper/Intent to Finance	To understand the financing status and assess financing risk.	Must be issued on financial institution letterhead. Must be either final or conditional financing terms or a discussion paper with intent to finance.
4	Financial Statements - Applicant	To assess the liquidity and equity of the applicant.	Must be notice-to-reader, externally prepared or a corporate tax return.
5	Financial Information - Guarantor	To determine a guarantor's ability to meet warranty obligations, if required.	Acceptable information must be provided for individual and corporate guarantors.
6	Expected Marketing, Construction and Completion Date	To understand the timeframe between the project proposal and the start of construction.	Updated budget and financing will be requested at time of unit enrolment.
7	Zoning and SPA Status	To understand the status of municipal approvals and assess potential impact on project timing and viability.	If municipal approvals have not been achieved, additional questions will be asked regarding timeframe for achieving them.

An **Experienced Applicant** is an applicant:

- with a previous Umbrella Group association with a history of completed condominium projects enrolled with Tarion (a project is considered completed one year after condominium registration);
- with equal to or greater than FOUR (4) completed Type C / D condominium projects;
- who is proposing a project that is not materially different from the type/size/scope of the applicant’s previous projects; and/or
- considered to be a lower risk by Tarion for reasons including, but not limited to, no previous cancellations, no after-sale service concerns, no financial feasibility concerns, no zoning or site plan approval concerns. Experienced Applicants will be determined on a case-by-case basis and will be advised by Tarion accordingly.

An Experienced Applicant must provide the following documentation to Tarion with this form:

Document		Reason	Additional Information
1	Budget/Pro Forma	To understand the costs and timelines involved in the project and confirm that a budget was prepared.	Must be prepared internally or externally prepared by a third-party cost consultant.
2	Construction Financing Agreement/Discussion Paper/Intent to Finance	To understand the financing status and assess financing risk.	Must be issued on financial institution letterhead. Must be either final or conditional financing terms or a discussion paper with intent to finance.
3	Financial Statements - Applicant	To assess the liquidity and equity of the applicant.	Must be notice-to-reader, externally prepared or a corporate tax return.
4	Financial Statements - Guarantor	To determine a guarantor’s ability to meet warranty obligations, if required.	Acceptable information must be provided for individual and corporate guarantors.

5	Zoning and SPA Status	To understand the status of municipal approvals and assess potential impact on project timing and viability.	If municipal approvals have not been achieved, please provide additional information regarding timeframe for achieving them.
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Tarion reserves the right to request documents in addition to the above-mentioned items, as needed.

Part 4 : Undertaking

The vendor/builder named below hereby undertakes to retain the project team named in Section 2B of this document and to advise Tarion of any changes in the project team within 30 days.

Vendor/Builder Name:

Do not sign this form before you have read it or if it contains any blanks to be filled or any errors. The undersigned confirms that the information given (including supplementary documents required under Part II of this form) is true and complete and that no information relevant to the application has been withheld. You authorize Tarion to rely on and use the information you have given Tarion or given Tarion permission to obtain.

Vendor/Builder Signature:

I/We have the authority to bind the Vendor/Builder.

Date (Month/Day/Year):

Builder Name (if different from Vendor):

Do not sign this form before you have read it or if it contains any blanks to be filled or any errors. The undersigned confirms that the information given (including supplementary documents required under Part II of this form) is true and complete and that no information relevant to the application has been withheld. You authorize Tarion to rely on and use the information you have given Tarion or given Tarion permission to obtain.

Builder Signature:

I/We have the authority to bind the Vendor/Builder.

Date (Month/Day/Year):

Appendix: Required Documents Checklist

Please include the following documents required to process your application. Submission of an incomplete application will delay the processing and potential approval of your application.

Note: Additional information may be requested on a case-by-case basis.

	Condominium Project Profile Form
	Information Sheet for Buyers of Pre-Construction Homes About Possible Termination of Purchase Agreements
	Warranty Information Form
	Agreement of Purchase and Sale with Tarion addendums, if available (drafts acceptable)
	Disclosure Statements, if available (drafts acceptable)
	Declaration, if available (drafts acceptable)
	Undertaking (if declarant or beneficial owner is different from the vendor and if vendor meets definition of vendor ONHWPA)
	Construction Management Agreement (if a separate vendor and builder)
	Renderings and Architectural Drawings/Plans
	Written notice from your lawyer explaining any title restrictions, if applicable
	Geo-technical studies
	List of components to be retained by the Condominium Corporation upon registration/turnover, if applicable

Additional information required for Type C/D condominium projects:

	Budget/Pro Forma (This should include: Soft and hard construction costs; Development costs and fees; Financing costs; Contingencies; Environmental remediation costs; Projected after sale service costs; Source of funding; and, Pro-forma cash flow.)
	Land Mortgage (Latest mortgage statement(s))
	Construction Financing Agreement/Discussion Paper/Intent to Finance (Must be issued on financial institution letterhead with either final or conditional licensing terms or a discussion paper with intent to finance the proposed project)
	Zoning Approval Status (If municipal approval has not been achieved, please provide current status and timeframe for achieving them)
	Site Plan Status (If municipal approval has not been achieved, please provide current status and timeframe for achieving them)

The following reports are mandatory for a Residential Condominium Conversion Project (RCCP):

	Property Assessment Report (PAR)
	Capital Replacement Plan (CRP)
	Pre-Existing Elements Fund Study (PEFS)