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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Enrolment #

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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Item #	Room/Location	Description

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.