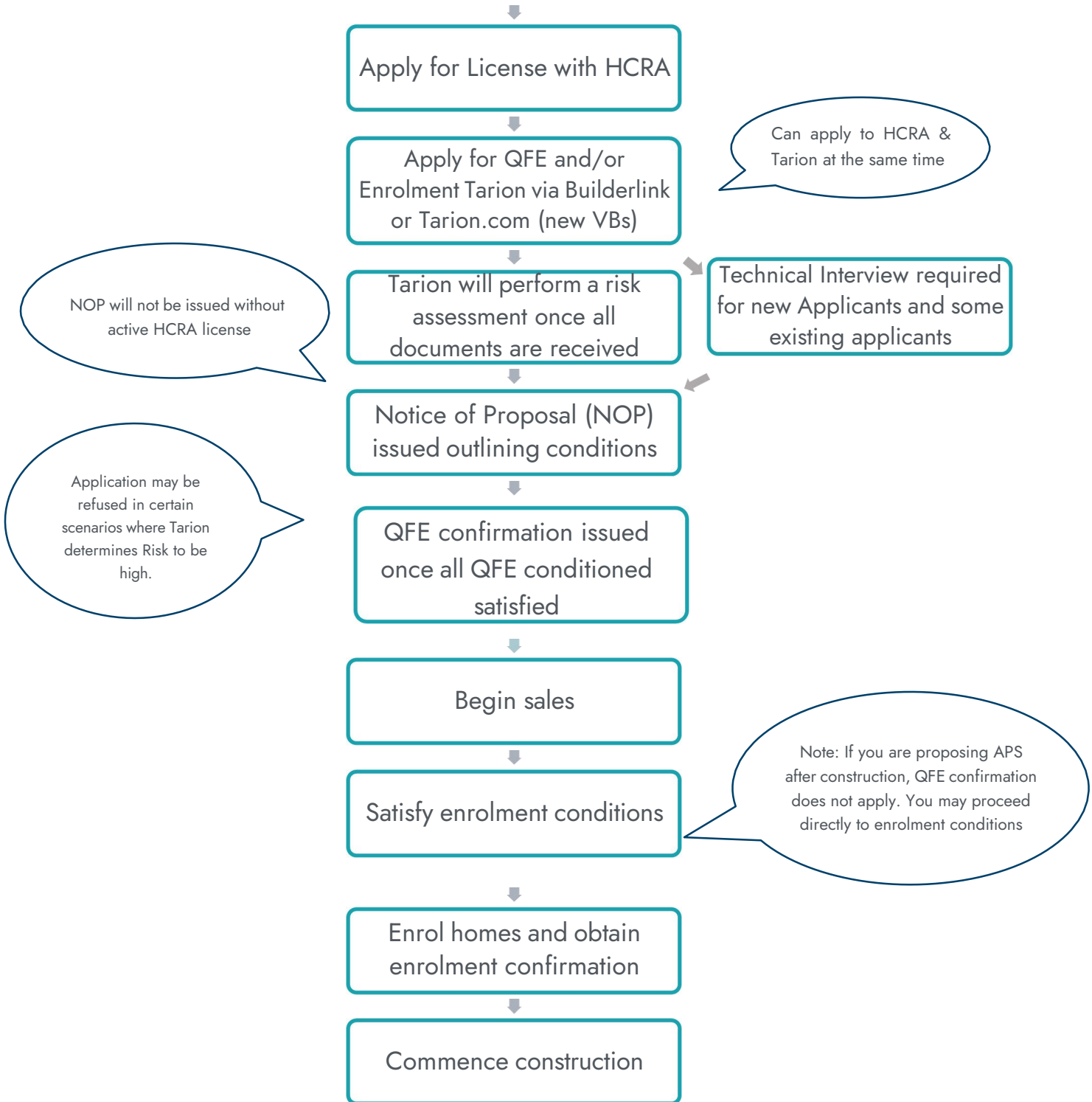


Disclaimer: The below is to be referenced as a guide only. Registrar Bulletin 10 should be referenced for greater detail on the QFE application process. This document does not supersede the *Ontario New Home Warranties Plan Act*.

QFE Application Process as of Feb 1, 2021



QFE Application Documents

Common Documents required for all application types (New Applicant)	
Tarion reserves the right to request documents in addition to the above-mentioned items, as needed.	
<input type="checkbox"/>	<p>Signed Vendor Agreement and Builder Agreement</p> <p>Signed Vendor Agreement (if Vendor Only)</p> <p>Note: Tarion will collect Builder only agreements directly from the proposed Builder</p>
<input type="checkbox"/>	<p>If Vendor Only, copy of the executed Construction Agreement between the vendor and proposed builder.</p> <p>Note: This is applicable when a Vendor has a separate licensed builder as the proposed builder for the project.</p>
<input type="checkbox"/>	<p>BuilderLink Appointment Form</p>
<input type="checkbox"/>	<p>Applicant Corporation documents (if a corporation)</p> <ul style="list-style-type: none"> ○ Articles of Incorporation ○ Shareholder Register or Transfer of Shares ○ Initial Return/Notice of Change in Directors and Officers of the Applicant filed with the Ministry ○ Master Business Licence filed with the Ministry (if you will be adding an Operating Name, or if there's changes to the existing Operating Name) ○ Latest externally prepared financial statements with signed engagement letter, if available
<input type="checkbox"/>	<p>Applicant Partnership documents (if a Partnership, Limited Partnership, or Joint Venture)</p> <ul style="list-style-type: none"> ○ Partnership Agreement, or

	<ul style="list-style-type: none"> ○ Limited Partnership Agreement/Declaration (Form 3)/Limited Partnership Report, or ○ Joint Venture Agreement
<input type="checkbox"/>	Signed Guarantee and Indemnity Agreement by Guarantor(s)
<input type="checkbox"/>	Fully executed Personal Net Worth Statement for Guarantor(s)
<input type="checkbox"/>	<p>Supporting documents for Personal Net Worth Statement</p> <ul style="list-style-type: none"> ○ Property Tax bill and mortgage statement ○ Current Asset/Investment Statements ○ Externally prepared financial statements for business interests <p>Note: all supporting documents must include ownership, date and current value, and must not be older than 6 months</p>
<input type="checkbox"/>	<p>If a new Corporate Guarantor is proposed, the following Criteria/documents are required:</p> <ul style="list-style-type: none"> ○ Minimum of 5 years since incorporation ○ Must be an Ontario based Corporation ○ Signed Guarantee and Indemnity Agreement ○ Most recent 3 years of externally prepared Financial Statements with signed Review Engagement or Audit Engagement for the applicant, or the most recent Corporate Tax return, including GIFI Schedules 100, 125 and 141 <p>Note: New Corporate Guarantors proposed are subject to Tarion's review and acceptance upon above criteria being met.</p>

Common Documents required for all application types (Returning Applicant)

Taron reserves the right to request documents in addition to the above-mentioned items, as needed.

<input type="checkbox"/>	<p>Signed Vendor Agreement and Builder Agreement</p> <p>Signed Vendor Agreement (if Vendor Only)</p> <p>Note: Only required for the 1st QFE application post February 1, 2021.</p> <p>Note: Taron will collect Builder only agreements directly from the proposed Builder</p>
<input type="checkbox"/>	<p>If Vendor Only, copy of the executed Construction Agreement between the vendor and proposed builder.</p> <p>Note: This is applicable when a Vendor has a separate licensed builder as the proposed builder for the project.</p>
<input type="checkbox"/>	Shareholder Register or Transfer of Shares (if changes in ownership)
<input type="checkbox"/>	Initial Return/Notice of Change in Directors and Officers of the Applicant filed with the Ministry (If changes in Director/Officer)
<input type="checkbox"/>	Latest externally prepared financial statements with signed engagement letter
<input type="checkbox"/>	<p>Signed Guarantee and Indemnity Agreement by Guarantor(s)</p> <p>Note: Only required for the 1st QFE application post February 1, 2021.</p>
<input type="checkbox"/>	Fully executed Personal Net Worth Statement for Guarantor(s)
<input type="checkbox"/>	<p>Supporting documents for Personal Net Worth confirmation</p> <ul style="list-style-type: none"> ○ Property Tax bill and mortgage statement ○ Current Asset/Investment Statements ○ Externally prepared financial statements for business interests

	Note: all supporting documents must include ownership, date and current value, and must not be older than 6 months
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Additional Documents required for Condo applications

Tarion reserves the right to request documents in addition to the above-mentioned items, as needed.

<input type="checkbox"/>	Completed Condo Project Profile Form
<input type="checkbox"/>	<p>Agreement of Purchase and Sale</p> <ul style="list-style-type: none"> ▪ Agreement of Purchase and Sale with Tarion addendums, if available (drafts acceptable) ▪ Information Sheet for Buyers of Pre-Construction Homes About Possible Termination of Purchase Agreements ▪ Warranty information Form
<input type="checkbox"/>	Disclosure Statements, if available (drafts acceptable)
<input type="checkbox"/>	Declaration, if available (drafts acceptable)
<input type="checkbox"/>	Undertaking (if declarant or beneficial owner is different from the vendor and if vendor meets definition of vendor ONHWPA)
<input type="checkbox"/>	Construction Management Agreement (if a separate vendor and builder)
<input type="checkbox"/>	Renderings and Architectural Drawings/Plans
<input type="checkbox"/>	Written notice from your lawyer explaining any title restrictions, if applicable
<input type="checkbox"/>	Geo-technical studies
<input type="checkbox"/>	List of components to be retained by the Condominium Corporation upon registration/turnover, if applicable

<input type="checkbox"/>	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.)
<input type="checkbox"/>	Land Mortgage (Latest mortgage statement(s))
<input type="checkbox"/>	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)
<input type="checkbox"/>	Zoning Approval Status (If municipal approval has not been achieved, please provide current status and timeframe for achieving them)
<input type="checkbox"/>	Site Plan Status (If municipal approval has not been achieved, please provide current status and timeframe for achieving them)

Additional documents required if you are proposing Residential Condominium Conversion Project (RCCP)

<input type="checkbox"/>	Property Assessment Report (PAR)
<input type="checkbox"/>	Capital Replacement Plan (CRP)
<input type="checkbox"/>	Pre-Existing Elements Fund Study (PEFS)

QFE Application Definitions:

Land Ownership Types	
Freehold APS	Land owned by Vendor/builder and sold to homeowner
Freehold Contract	Land owned by homeowner & built by Vendor/Builder
Standard Condo	Unit and Common Elements covered under Warranty
Standard Phased Condo	One standard Condo sold in legal Phases
Common Element Condo	Parcel of Tied Land ("POTL"), only unit portion covered under Warranty, not Common Element.
Vacant land Condo	Contains at least 1 unit with no structure when declaration and description is registered. Only units portion covered under Warranty, no Common Element.

Condominium Types:

Condo Types	
Type A	<ul style="list-style-type: none"> ○ 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

	<ul style="list-style-type: none"> ○ Includes Vacant Land and Common Elements Condominium Corporations
Type B	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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	<ul style="list-style-type: none"> ○ 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