

# Registrar Bulletin - No. 05

## Builder Deliveries

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(This Bulletin amends Registrar Bulletin No.05, issued February 1, 2021. The word “builder” when used in this Bulletin, includes both a vendor and a builder, as applicable. The terms “owner” or “owner of land” when used in this Bulletin refer to an owner of land who has entered a construction contract with a builder to construct a contract home).

### What This Bulletin Is All About

This Bulletin sets out 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:

- A Warranty Information Sheet
- Requirement to provide Tarion with Purchaser/Owner Contact Information
- Access to the Tarion Learning Hub (concerning information previously provided in the Homeowner Information Package)
- Addendum
- Pre-Delivery Inspection Form
- Certificate of Completion and Possession and Warranty Certificate
- Sets out the requirements for using Tarion’s new Unique Home IDs when entering into purchase agreements

The key purpose of this Bulletin is to reiterate builder responsibilities concerning documents they are required to provide to purchasers and to streamline the processes to allow for electronic availability, delivery, and storage of these documents. In addition, the Bulletin sets out the relationship between the Warranty Information Sheet and the new Unique Home ID.

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## Warranty Information Sheets and Unique Home ID

The Warranty Information Sheet (WIS) is a concise general overview of the statutory warranties and protections under the Ontario New Home Warranties and Protection Plan and includes:

- the unique Home ID number for the home (effective July 14, 2025),
- a unique registration code and information on the importance of the purchaser registering their agreement (effective July 14, 2025),
- information about the Pre-Delivery Inspection,
- information on deposit protection/financial loss protection, and
- information on how to sign up for Tarion's MyHome warranty management portal.

Each WIS is unique to the purchaser/owner and their agreement, and is available in six versions: freehold, condominium, contract home, 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 WIS to every purchase or construction agreement with an owner at the time the agreement is signed.

This can be achieved by printing a hard copy and physically attaching it to the purchase or construction agreement, or by including a PDF of the WIS along with the purchase or construction agreement.

Through BuilderLink, builders have two options to generate the appropriate WIS:

- inputting the purchaser/owner's contact information into BuilderLink prior to generating the WIS to create a document which includes the purchaser/owner's information, unique Home ID, and registration code; or
- generating a blank WIS which only includes the unique Home ID and registration code.

## Requirement to Provide Purchaser/Owner Contact Information

Effective February 1, 2021, to facilitate communication between Tarion and purchasers/owners prior to possession, builders are required to submit purchaser information **within 30 days of signing** in respect of either:

1. A purchaser of a home sold through a purchase agreement; or
2. An owner of land in connection with a contract home to be built under a construction agreement.

This includes the purchaser/owner's name, email address, and details about the vendor and builder.

Builders must submit purchaser/owner information within 30 days of the purchase or construction agreement being signed.

Builders can fulfill this requirement by:

- generating a completed WIS in BuilderLink which includes the purchaser's contact information; or
- updating the purchaser's information after signing, with the corresponding Home ID from a blank WIS in BuilderLink and providing a copy to Tarion (in each case within the 30-day period).

**Please Note:** Failure to provide Tarion with the required purchaser information within 30 days may result in regulatory consequences or financial penalties.

## 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](#) 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/owners. 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/owners 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.

## 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. The Addendum does not apply to contract home construction agreements between a builder and an owner.

## 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/owner.

Upon the request of the purchaser/owner or Tarion, the builder is required to provide to the purchaser/owner and to Tarion a completed and signed copy of the pre-delivery inspection form.

## Combined Certificate of Completion and Possession and Warranty Certificate

The Certificate of Completion and Possession and Warranty Certificate (together, 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/owner 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/owners is the form approved by Tarion with necessary blanks completed. The form must not be altered in any way. 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"*