



Instructions for Completing the Appointment of Administrator(s) Form for BuilderLink

Below are instructions on how to complete the Appointment of Administrator(s) Form for BuilderLink. Please ensure the form is accurately completed and signed before submitting it to Tarion. If the form is not completed according to these instructions, or if there are any changes, deletions, corrections, the form may be returned, which will result in the delay of creating new administrators and your company will not have access to the increased functionality on BuilderLink.

Completing the Appointment Form

The form contains blank fields into which the following information must be printed or typed before the form is signed and returned to Tarion. **You will need to complete multiple Appointment Forms if you wish to have multiple Administrators for each role.**

Payments Administrator Name

You must print the name of the Payments Administrator which identifies the individual who will have full power and authority to act on behalf of the Vendor/Builder, and the Vendor/Builder hereby authorizes and directs Tarion to deal with the Payments Administrator, in connection with all matters on BuilderLink relating to financial type transactions.

Also indicate whether or not the name of the individual is a new/additional administrator, replaces an existing administrator or is the existing administrator on file by checking off the appropriate box.

Under "2 b" enter the dollar limit amount that this payments administrator will be authorized to process. A dollar limit must be entered if Payments Administrator is assigned in order to process. If no dollar limit is entered the default of \$250,000.00 will be assigned.

If an Administrator is not being assigned, please indicate "Not Applicable" (N/A) in both areas.

Registration and Renewal Administrator Name

You must print the name of the Registration and Renewal administrator which identifies the individual who will have full power and authority to act on behalf of the Vendor/Builder, and the Vendor/Builder hereby authorizes and directs Tarion to deal with the Registration and Renewal Administrator, in connection with all matters on BuilderLink relating to registration and/or renewals.

Also indicate whether or not the name of the individual is a new/additional administrator, replaces an existing administrator or is the existing administrator on file by checking off the appropriate box.

By assigning a Registration and Renewal Administrator the Vendor/Builder hereby agrees to submit all new and renewal registrations solely online through BuilderLink. Application renewal must be completed online; a paper renewal form will not be mailed.



If an Administrator is not being assigned, please indicate "Not Applicable" (N/A). **NOTE:** Registration and Renewal Administrator required for registration applications submitted online.

General Administrator Name

You must print the name of the General Administrator which identifies the individual who will have full power and authority to bind the Vendor/Builder, and the Vendor/Builder hereby authorizes and directs Tarion to deal with the General Administrator, in connection with any and all matters relating to BuilderLink from time to time, other than the matters related to payments or Registration and/or Renewals including the ability to agree to contractual terms and conditions of registration.

Also indicate whether or not the name of the individual is a new/additional administrator, replaces an existing administrator or is the existing administrator on file by checking off the appropriate box.

NOTE: For BuilderLink access, at minimum, a General Administrator must be assigned.

IMPORTANT: As a registered user of BuilderLink you will no longer receive any case documents by mail and will be required to check BuilderLink regularly for this information. If you would like to continue to receive case documents by mail, you must change your Mailed Documents settings through the BuilderLink Admin menu after receiving your log in information.

Signatures and Date

The document must be dated and signed where an Administrator has been named on pages 6 and 7.

Assigned Administrator: Under each role the assigned Administrator must sign, print name, print title and provide their e-mail address.

Signing Authority: For each role the authorized signing officer who has the authority to bind all Vendor/Builders listed in Schedule A must sign, print name, print title and provide their e-mail address. **Note:** If the assigned Administrator and the signing officer are the same individuals they must complete both sections.

Schedule "A"

You must list any and all the Vendor/Builder company names and Tarion registration number (#) or online application ID for each company the Administrator will have access to and whereby the signing officer has the authority to bind the company listed.

If you have any questions about the Appointment Form or these instructions, please contact Tarion at 1-877-696-6497 ext. 3812 or e-mail via the [Contact Us](#) link.



Appointment of Administrator(s) – BuilderLink™¹

TO: Tarion Warranty Corporation (“Tarion”)

FROM: Each of the undersigned vendor(s) and/or builder(s) and any other vendor(s) and/or builder(s) that sign an agreement in the form of Schedule “B” (an “Adhesion Agreement”) from time to time (each, a “Vendor/Builder”; and collectively, the “Vendor/Builders”); and

Each of the administrator(s) appointed below and any other administrator(s) who sign an Adhesion Agreement from time to time (each, an “Administrator”; and collectively, the “Administrators”)

RE: Appointment of the Administrator(s) to represent each Vendor/Builder in respect of Tarion’s self-serve website for new home vendors and/or builders and other authorized persons (“BuilderLink™”)

Each Vendor/Builder acknowledges, covenants and agrees as follows:

1. The Vendor/Builder has reviewed the “Terms of Use” for BuilderLink™ at builderlink.tarion.com and understands and agrees to such Terms of Use.
2. The Vendor/Builder hereby appoints the following individual as its “Payments Administrator” for BuilderLink™: _____.

Please indicate if the assigned administrator noted above is new, or if you already have BuilderLink access, is an addition, replacement or an existing administrator currently on file.

New/Addition **Replacement** **Existing User**

The Payments Administrator has full power and authority to bind the Vendor/Builder, and the Vendor/Builder hereby authorizes and directs Tarion to deal with the Payments Administrator, in connection with all matters on BuilderLink™ relating to payment, including without limitation the following:

- (a) entering into business pre-authorized debit (“PAD”) agreements;
- (b) authorizing and/or executing payments to Tarion by electronic funds transfer, whether through PAD or other electronic funds transfer method for a transaction amount not greater than \$_____ (If no dollar limit is entered the default of \$250,000.00 will be assigned) ;and
- (c) sharing information and otherwise corresponding with Tarion with respect to financial matters for and on behalf of the Vendor/Builder, all in accordance with the terms of this Appointment, any applicable PAD or other payment-related agreement and the Terms of Use.

¹ BuilderLink™ is a trade-mark of Tarion Warranty Corporation

Without limiting the foregoing, if the Payments Administrator uses:

- (d) the Vendor/Builder's bank account to pay any amounts owing by the Vendor/Builder, or another Vendor/Builder, to Tarion via PAD, the Vendor/Builder hereby authorizes such use and acknowledges, covenants and agrees that the Vendor/Builder is the legal and beneficial owner of such bank account;
- (e) the Payments Administrator's own bank account to pay any amounts owing by the Vendor/Builder to Tarion via PAD, the Vendor/Builder hereby directs the Payments Administrator to make such payments on the Vendor/Builder's behalf; and/or
- (f) upon providing Tarion with a PAD agreement executed by a third party (the "Third Party") in a form satisfactory to Tarion (a "Third Party PAD Agreement"), the Third Party's bank account to pay any amount owing by the Vendor/Builder to Tarion via PAD, the Vendor/Builder hereby acknowledges, covenants and agrees that it has directed the Third Party, and the Third Party has agreed, to make such payments on the Vendor/Builder's behalf.

The Vendor/Builder acknowledges and agrees that the holder of any bank account used to pay amounts owing by the Vendor/Builder to Tarion via PAD may cancel its PAD agreement at any time without notice to the Vendor/Builder.

3. The Vendor/Builder hereby appoints the following individual as its "Registration and Renewal Administrator" for BuilderLinkTM: _____.

By assigning a Registration and Renewal Administrator the Vendor/Builder hereby agrees to submit all new and renewal registrations solely online through BuilderLink.

Please indicate if the assigned administrator noted above is new, or if you already have BuilderLink access, is an addition, replacement or an existing administrator currently on file.

New/Addition **Replacement** **Existing User**

The Registration and Renewal Administrator has full power and authority to bind the Vendor/Builder, and the Vendor/Builder hereby authorizes and directs Tarion to deal with the Registration and Renewal Administrator, in connection with all matters on BuilderLinkTM relating to registration and/or renewal under the *Ontario New Home Warranties Plan Act* (the "ONHWP Act"), including without limitation the following:

- (a) completing, submitting, verifying and executing for and on behalf of the Vendor/Builder applications for registration and/or renewal as a vendor and/or builder under the ONHWP Act, including submission of all necessary or desirable backup or accompanying materials such as information about the officers, directors, principals and key individuals within the organization, financial statements, net worth statements, reference letters, security documents, deposit trust agreements and performance bonds; and/or
- (b) agreeing to any terms and conditions in connection with the registration and/or renewal of the Vendor/Builder under the ONHWP Act.

4. The Vendor/Builder hereby appoints the following individual as its “General Administrator” for BuilderLinkTM: _____.

IMPORTANT: As a registered user of BuilderLink you will no longer receive any case documents by mail and will be required to check BuilderLink regularly for this information. If you would like to continue to receive case documents by mail, you must change your Mailed Documents settings through the BuilderLink Admin menu after receiving your log in information.

Please indicate if the assigned administrator noted above is new, or if you already have BuilderLink access, is an addition, replacement or an existing administrator currently on file.

New/Addition **Replacement** **Existing User**

The General Administrator has full power and authority to bind the Vendor/Builder, and the Vendor/Builder hereby authorizes and directs Tarion to deal with the General Administrator, in connection with any and all matters relating to BuilderLinkTM from time to time, other than the matters contemplated under sections 2 and 3 above.

5. Each Administrator shall have the ability to designate other BuilderLinkTM users (“Permitted Users”) in connection with the matters for which s/he has been appointed (other than, in the case of the Payments Administrator, entering into PAD agreements), to provide such Permitted Users with access to BuilderLinkTM and to set the parameters for such access, without further resort to or authorization by the Vendor/Builder.
6. Tarion shall have no obligation to verify or investigate the authority of any Administrator or Permitted User to execute any actions through BuilderLinkTM. If there is more than one Administrator or Permitted User, then the onus is entirely on the Vendor/Builder to address any questions of authority or split of duties between or among them.
7. The Administrators and Permitted Users will be accessing and using BuilderLinkTM on behalf of every Vendor/Builder by which they are appointed and the Vendor/Builder agrees not to share or disclose information available to it on BuilderLinkTM with any other Vendor/Builder without the consent of the person(s) to whom the information relates.

Each Administrator acknowledges, covenants and agrees as follows:

8. The Administrator accepts the appointment above and agrees to perform its duties relating to BuilderLinkTM in accordance with the Terms of Use.
9. The Administrator agrees that it will not share or disclose information available to one Vendor/Builder through BuilderLinkTM with any other Vendor/Builder without the consent of the person(s) to whom the information relates.
10. In respect of the Payments Administrator:
- (a) if the Payments Administrator uses his/her own bank account to pay any amounts owing by a Vendor/Builder to Tarion via PAD, the Payments Administrator hereby expressly



acknowledges, covenants and agrees that the s/he is the legal and beneficial owner of such bank account and is making such payments on the Vendor/Builder's behalf; and

- (b) the Payments Administrator shall not use any bank account to pay an amount owing by a Vendor/Builder to Tarion via PAD, other than its own bank account, the bank account of a Vendor/Builder or the bank account of a Third Party who has executed and provided a Third Party PAD Agreement to Tarion.

This Appointment may be revoked by one or more Vendor/Builders without affecting the other Vendor/Builders on three (3) or more Business Days' (as defined in the Terms of Use) prior written notice to the Licensing and Underwriting department at Tarion by fax at (416) 229-3843 or by email via the [Contact Us](#) link.

The Vendor/Builders may replace an Administrator by any one (1) Vendor/Builder providing at least three (3) Business Days' prior written notice, together with an Adhesion Agreement signed by the new Administrator, to the Licensing and Underwriting department at Tarion by fax at (416) 229-3843 or by email via the [Contact Us](#) link. Without limiting anything in the Terms of Use, Tarion may terminate an Administrator's access to and use of BuilderLink™ immediately at any time.

This Appointment may be executed in any number of counterparts. Each executed counterpart shall be deemed to be an original; all executed counterparts taken together shall constitute one Appointment. Subject to the terms of this Appointment, additional Vendor/Builders and new or replacement Administrators may be added at any time by returning an Adhesion Agreement duly signed to the Licensing & Underwriting department at Tarion by fax at (416) 229-3843 or by email (true scanned copy) via the [Contact Us](#) link.

The undersigned hereby agree to be bound by all of the provisions of this Appointment.

Dated as of the _____ day of _____, 20_____.

ASSIGNED PAYMENTS ADMINISTRATOR

Signature: _____
Print Name:
Print Title:
Print Email:

ASSIGNED REGISTRATION AND RENEWAL ADMINISTRATOR

(Mandatory for registration applications submitted online)

Signature: _____
Print Name:
Print Title:
Print Email:

SIGNING AUTHORITY

I have authority to bind all Vendor/Builders listed in Schedule A. (Mandatory if Payments Administrator assigned)

Signature: _____
Print Name:
Print Title:
Print Email:

SIGNING AUTHORITY

I have authority to bind all Vendor/Builders listed in Schedule A. (Mandatory if Registration and Renewal Administrator assigned)

Signature: _____
Print Name:
Print Title:
Print Email:



ASSIGNED GENERAL ADMINISTRATOR

(Mandatory)

Signature: _____
Print Name:
Print Title:
Print Email:

SIGNING AUTHORITY

I have authority to bind all Vendor/Builders listed in Schedule A. (Mandatory)

Signature: _____
Print Name:
Print Title:
Print Email:

SCHEDULE "A"

LIST OF VENDOR/BUILDERS

NOTE: You must list the Vendor/Builder Company Name and V/B Registration Number/Application ID. If listing multiple Vendor/Builder Company Names and Registration Numbers, they must all have the same signing authorities.

Vendor/Builder Company Name

Application ID/
V/B Registration Number

- | | | |
|-----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
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| 13. | _____ | _____ |
| 14. | _____ | _____ |
| 15. | _____ | _____ |

Please return this Appointment duly signed to the Licensing & Underwriting department at Tarion by fax at (416) 229-3843 or by email (true scanned copy) via the [Contact Us](#) link.