

## Instructions to Builders regarding the Standard Pre-Delivery Inspection Form

Under Builder Bulletin 42 (Revised), the *Customer Service Standard* issued in July of 2005, vendors/builders ("builders") are required to conduct a Pre-Delivery Inspection (PDI) of all freehold homes and condominium units with dates of possession (DOP) on or after October 1, 2003. Please refer to Part B of Builder Bulletin 42 (Revised) for further details.

At the pre-delivery inspection, builders must either complete Tarion's standard PDI form, or they may use their own PDI form, provided that it contains, at minimum, all of the information that is contained in Tarion's standard PDI Form.

## How do I conduct the PDI and use the PDI Form?

- 1. Begin the inspection at either the highest or lowest point of the home (i.e., attic or basement) and work systematically from room to room until every area of the home has been inspected. Devote as much time to inspecting the exterior as the interior, assessing the exterior finishes and the driveway, walkways, decks and patios, as well as landscaping. Test and demonstrate all of the home's features and systems. (As a general rule, the inspection may take up to one hour for every 1,000 square feet.)
- Note on the PDI Form anything damaged, missing, incomplete or not in good operating condition. Also note items that cannot be inspected, because for example they are dirty or inaccessible.
- 3. Be sure to note any "substitutions" of items referred to in, or to be selected under, the Agreement of Purchase and Sale.
- 4. Condominium builders should remind purchasers which parts of their unit are covered under the common elements warranty for the condominium project and, therefore, are not part of the PDI for their unit. This can include, for example, the heating system and even some of the exterior items in the unit like the windows. The condominium Board of Directors will complete a separate PDI for the common elements.
- 5. Confirm the Date of Possession with the purchaser/designate, and write it on the PDI Form.
- 6. Sign the completed PDI Form and ensure the purchaser (or the purchaser's designate) also signs it. Purchasers who intend to designate someone to conduct the PDI in their place should ensure they provide written authority allowing the designate to sign the PDI Form on their behalf.



THE COMPLETED PRE-DELIVERY INSPECTION FORM IS A FORMAL RECORD OF THE HOME'S CONDITION BEFORE THE PURCHASER TAKES POSSESSION. IT WILL BE USED AS A REFERENCE FOR FUTURE WARRANTY SERVICE REQUESTS.

BE SURE TO COMPLETE THE PDI FORM CLEARLY AND ENSURE THAT THE PURCHASER INITIALS ALL CHANGES.



## **Pre-Delivery Inspection Form**

Please list below any damaged, incomplete, or missing items, as well as anything that is not operating properly. Also note any "substitutions" of items referred to in, or to be selected under, the Agreement of Purchase and Sale (APS) or construction contract. Please initial all changes and deletions. As a minimum, check the following:

DAMAGED, INCOMPLETE OR MISSING	OPERATING CONDITION
Windows, side lights and other glazing. Window and door screens	Windows, interior and exterior doors (including garage overhead door). Door locks
Bathtubs, sinks and toilets	• Faucets: kitchen, bathroom, laundry room
Bathroom accessories, if provided	• Exhaust fans (kitchen, bathrooms), if provided
Mirrors, countertops and cabinetry	• Electrical outlets and fixtures
• Flooring (hardwood, vinyl, ceramic tiles, carpeting)	Gas fireplaces, incl. circulation fans, if provided
Interior finishes and trim carpentry	Heat Recovery Ventilation system, if provided
Furnace	Heating system
Hot water heater, if provided (not a rental)	• Hot water heater, if provided (not a rental)
• Exterior finishes, driveways, walkways, decks and landscaping are complete	Air conditioning system, if provided and if conditions permit

Item #	Room/Location	Description
		1

## List here anything that can't be assessed, because for example it is obscured from view or inaccessible.

tem #	Room/Location	Description	
endor/l	Builder and Home	e Address Informa	ntion:
	//		
Date	of possession (YYY	(Y/MM/DD)	Vendor/Builder Reference #
Lot _	Plan		Municipality
Condo	ominium Project na	me	Level Unit
Home	/Civic address		
(pleas	se print)		
Vanda	#/Dwilder neme (ple		
vendo	n/bunder name (pie	ase print)	
Repres	sentative's name (pl	ease print)	Representative's signature
Repres	sentative's name (pl	ease print)	Representative's signature
his sect	ion should be com as owners of land	npleted and signed I in a construction	
This sect ome, or have ins	ion should be com as owners of land	npleted and signed I in a construction ne and I agree that the	l by all persons who are shown as purchasers on the APS for contract (and/or by their designate*).
his sect ome, or have ins	ion should be com as owners of land pected my new hom	npleted and signed in a construction ne and I agree that the ase print)	I by all persons who are shown as purchasers on the APS for contract (and/or by their designate*).  the descriptions of the items listed on this form are accurate.
have ins	ion should be come as owners of land pected my new home chaser's name (plea	npleted and signed in a construction ne and I agree that the ase print)	I by all persons who are shown as purchasers on the APS for contract (and/or by their designate*).  the descriptions of the items listed on this form are accurate.  Purchaser's signature
have ins	ion should be come as owners of land pected my new home chaser's name (pleathaser's name	npleted and signed in a construction ne and I agree that the ase print)	I by all persons who are shown as purchasers on the APS for contract (and/or by their designate*).  the descriptions of the items listed on this form are accurate.  Purchaser's signature  Purchaser's signature

THE COMPLETED PRE-DELIVERY INSPECTION FORM IS A FORMAL RECORD OF THE HOME'S CONDITION BEFORE THE PURCHASER TAKES POSSESSION. IT WILL BE USED AS A REFERENCE FOR FUTURE WARRANTY SERVICE REQUESTS.

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