

Letter of Confirmation Application Form

SUBMIT THIS FORM AND REQUIRED DOCUMENTS TO TARION'S LICENSING & UNDERWRITING DEPARTMENT AT 5160 YONGE STREET, 12TH FLOOR, TORONTO, ONTARIO M2N 6L9, OR VIA THE CONTACT US LINK AT WWW.TARION.COM, OR BY EMAIL AT OWNERBUILDER@TARION.COM. PLEASE CLEARLY PRINT ALL INFORMATION AND KEEP A COPY OF THIS APPLICATION FOR YOURSELF.

For guidance on how to complete this form, please refer to the Information Sheet for Application for Letter of Confirmation. If you have any questions or require assistance with this application, please contact us via the Contact Us link at www.tarion.com, by email at ownerbuilder@tarion.com, or at 1-877-696-6497, ext. 3284.

THIS APPLICATION MUST BE COMPLETED BY ALL THE APPLICANTS/LAND OWNERS.

All information provided on this Application Form must be accurate and be given as if it were a sworn declaration. Providing false information on this form is an offence under the Ontario New Home Warranties Plan Act and offenders are subject to prosecution. It is also an offence to sell a new home without first becoming registered under the Ontario New Home Warranties Plan Act and without enrolling the home with Tarion. Offenders will be subject to prosecution regardless of whether or not they hold a Letter of Confirmation for that home.

SECTION A: Applicant Information (to be completed by ALL applicants)

<input type="text"/>	<input type="text"/>
Applicant Name(s) (as it appears on title for the land in question)	Applicant Name(s) (as it appears on title for the land in question)
<input type="text"/>	<input type="text"/>
Applicant's Ontario Driver's Licence	Applicant's Ontario Driver's Licence
<input type="text"/>	<input type="text"/>
Applicant Name(s) (as it appears on title for the land in question)	Applicant Name(s) (as it appears on title for the land in question)
<input type="text"/>	<input type="text"/>
Applicant's Ontario Driver's Licence	Applicant's Ontario Driver's Licence

Contact Person (person who will be handling this application on behalf of all the applicants)

Are you the landowner? Are you an agent for the landowner? Are you the contractor/builder?

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Phone Number	Email address

Contact Details for Applicant(s)

<input type="text"/>	<input type="text"/>	
Street Number	Street Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	
Phone Number	Fax Number	
<input type="text"/>		<input type="text"/>
Email address(es)		

SECTION B: Address of the Home You Will Be Building (to be completed by ALL applicants)

Address of home you will be building (the home that the Letter of Confirmation Request is for) THIS SECTION MUST BE COMPLETED IN FULL

<input type="text"/>	<input type="text"/>	
Street Number	Street Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Lot	Plan	Municipality

SECTION C: Cost, Schedule and Applicant Details (to be completed by ALL applicants)

What is the estimated total cost for the construction of this home – this includes all work and materials (and may include any contract/management fees)?	\$	<input type="text"/>
What is the estimated completion date for this home?		<input type="text"/>
Have you applied for a Letter of Confirmation before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?		<input type="text"/>

SECTION D: Owner-Built Homes

Do you, the Applicant(s):

Understand the definitions and information noted in the Information Sheet of this Application regarding Owner-Built homes? Yes No

Understand that selling this home prior to occupancy will make you a Vendor and/or Builder as per the *Ontario New Home Warranties Plan Act* and you will be responsible for all warranty on this home and must register with Tarion as a Vendor and/or Builder? Yes No

Understand if you sell this home prior to occupancy and without being registered as a Vendor or Builder with Tarion, you may be subject to charges and prosecution? Yes No

Understand that you are responsible for the workplace safety and insurance of workers on your site? Yes No

Have you hired someone to oversee or manage this project?
If you are working with a manager, please attach a copy of the agreement you have with them to this application. Yes No

Will the manager be responsible for hiring the trades? N/A Yes No

Will you be responsible for hiring the trades? Yes No

Will you be making major decisions in the construction, particularly with respect to the following essential elements: Yes No

footings/foundation, framing, exterior cladding, building envelope, heating distribution system, electrical distribution system and plumbing distribution system? If not, please provide contact information for the person who will be.

Will you providing materials for construction? Yes No

Please list the construction materials that you will be paying for and sourcing, e.g. lumber, windows, doors, plumbing fixtures, drywall, bricks, insulation, shingles, wiring.

Will you be living in the home upon completion? Yes No

If not, who will be?

Would it be possible to live in the dwelling throughout the year? Yes No

If not, please explain why not. (Please attach additional sheets if necessary)

If building a seasonal home, are you applying for a Permit under section 9.36 of the *Ontario Building Code*? N/A Yes No

Are you using any part of an existing foundation in this new construction? Yes No

*How much of the existing foundation are you using? _____ %

*For information on how to calculate the percentage of foundation, please refer to Appendix 1 of the Information Sheet.

SECTION E: Acknowledgements for All Applicants

I/We _____, do solemnly swear, that all of the information contained within this application is true to the best of my/our knowledge. I/We understand that if I/we knowingly provide information that is not true, that is an offense under section 22 of the ONHWP Act.

- I/We agree to the foregoing solemn declaration
- I/We swear that all of the information provided in this document is the truth
- I/We have had the opportunity to access and review the requirements and information regarding the Application for a Letter of Confirmation
- I/We am/are the agent(s) or legal owner(s) of the property which is subject to this application for a Letter of Confirmation
- I/We have read and understood all questions in this Application

- I/We understand and agree that I/we have provided full, complete and accurate information to Tarion regarding the Application for a Letter of Confirmation for the home noted above
- I/We understand that there may be consequences for providing any false or misleading information to Tarion
- (If the application is on behalf of a corporation) I/We have the authority to bind the corporation

Date:
 Year Month Day

Checklist for the Letter of Confirmation Request

- Fully executed and signed Application for a Letter of Confirmation (must be signed by all land owners)
- Copies of executed contracts with project manager, if applicable
- Proof of land ownership (copy of title, latest tax bill or GEO search)
- For Homes Built on Existing Foundation only – Certification from Engineer regarding existing foundation