

# Letter of Confirmation Application Form

SUBMIT THIS FORM AND REQUIRED DOCUMENTS TO TARION'S LICENSING & UNDERWRITING DEPARTMENT AT 5160 YONGE STREET, 12<sup>TH</sup> 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 property owners for the home being built)

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)
Applicant's Ontario Driver's Licence	Applicant's Ontario Driver's Licence

Contact Person (person	On who will be nandill	ig ii iis applicat	ion on bona					
Are you the landown	er? □ Are you an	agent for the	landowner?	☐ Are y	ou the contr	actor/buil	der? □	
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lame		Pho	one Number		」	ldress		
contact Details for Ap	pplicant(s)							
Street Number St	treet Name							
ureet Namber St	ilect Name							
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City/Town				Province			Postal Code	
Phone Number		Fa	ax Number					
Email address(es)								
CTION B: Add	dress of the Hom	ne You Will	l Be Build	ling				
ddress of home you	will be building (the ho				: is for)			]
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ddress of home you  Street Number  City/Town	ı will be building (the ho	ome that the Let	tter of Confirm	nation Request	is for)	Postal	Code	]
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ddress of home you  Street Number  City/Town  Lot	Street Name  Plan  St, Schedule and	ome that the Let	tter of Confirm Provin Municipality  Details	nation Request	is for)	Postal	Code	]
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City/Town  City/Town  Cot  Cot  Cot  Cot  Cot  Cot  Cot  Co	Street Name  Plan  St, Schedule and d total cost for the corr	I Applicant	Proving Municipality  Details  his home – t	nation Request		Postal	Code	
city/Town  City/Town  Cot  CCTION C: Cos  that is the estimated work and materials that is the estimated	Street Name  Plan  St, Schedule and d total cost for the cors (and may include ar	I Applicant  Instruction of the horizontal this home?	Proving Municipality  Details  his home – the anagement of the second content of the sec	nation Request	\$	Postal	Code	

### **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 ho	mes?	□ Yes	□No
Understand that the home you build will <b>not</b> have a Tarion warranty?		□ Yes	□ No
Understand that selling this home prior to occupancy will make you a Vendor and/or Builder as per the <i>Ontario New F. Warranties Plan Act</i> and you will be responsible for all warranty on this home and must register with Tarion as a Vendor and/or Builder?	łome	□ 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 responsible for making major decisions in the construction, particularly with respect to the following essential elements: 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.	on	□ Yes	□ No
Please list the construction materials that you will be paying for and sourcing, e.g. lumber, windows, doors, plumbing fi insulation, shingles, wiring.	xtures, dry	wall, bricks,	
Will you be living in the home upon completion?  If not, who will be?		□Yes	□ No
Once built, 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 <i>Ontario Building Code</i> ?	□ N/A	☐ Yes	□ No
Are you using any part of an existing foundation in this new construction?		☐ Yes	□ No
*How much of the foundation of the new home will have been pre-existing?			
*For information on how to calculate the percentage of foundation, please refer to Appendix 1 of the Information Sheet	t.		

## **SECTION E: Acknowledgements for All Applicants**

I/We (please insert names of all applicants) the information contained within this application is true to the best information that is not true, that is an offense under section 22 of	, do solemnly swear, that all of of my/our knowledge. I/We understand that if I/we knowingly provide the ONHWP Act.
<ul> <li>I/We agree to the foregoing solemn declaration</li> <li>I/We swear that all of the information provided in this docume</li> <li>I/We have had the opportunity to access and review the reconfirmation</li> <li>I/We am/are the agent(s) or legal owner(s) of the property wh</li> <li>I/We have read and understood all questions in this Application</li> </ul>	quirements and information regarding the Application for a Letter of nich is subject to this application for a Letter of Confirmation
<ul> <li>I/We understand and agree that I/we have provided full, compared a Letter of Confirmation for the home noted above</li> <li>I/We understand that there may be consequences for providing (If the application is on behalf of a corporation) I/We have the</li> </ul>	
Date: Year Month Day	
Signature of Applicant	Signature of Applicant
Printed Name of Applicant	Printed Name of Applicant
Checklist for the Letter of Confirmation Request	
Fully executed Application for a Letter of Confirmation (If filled out by hand, must be signed by all applicants. Sign electronically)	natures are not required if filled out and submitted
Copies of executed contracts with project manager, if applica	ıble
Proof of land ownership (copy of title, latest tax bill or GEO so	earch)
For Homes Built on Existing Foundation only – Certification for	rom Engineer regarding existing foundation