

## **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.)
2. 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.
7. Deliver the original completed PDI Form to Tarion with the Certificate of Completion and Possession (CCP), within 15 days of the date of possession. Provide a copy of the completed PDI Form and CCP to the purchaser(s) on the pre-delivery inspection date and retain a copy for your files.



**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.**

**What happens if I don't deliver the completed CCP and PDI Form on time?**

Builders who fail to deliver completed CCPs and PDI Forms, and Confirmation of Receipt of the *Homeowner Information Package* forms, to Tarion within 15 days of a home's possession may see a change in their terms and conditions of Registration.



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

Item #	Room/Location	Description

**Vendor/Builder and Home Address Information:**

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_                      \_\_\_\_\_  
 Date of possession (YYYY/MM/DD)                      Vendor/Builder Reference #  
 Lot \_\_\_\_\_ Plan \_\_\_\_\_ Municipality \_\_\_\_\_  
 Condominium Project name \_\_\_\_\_ Level \_\_\_\_\_ Unit \_\_\_\_\_  
 Home/Civic address \_\_\_\_\_  
 (please print) \_\_\_\_\_  
 Vendor/Builder name (please print) \_\_\_\_\_  
 \_\_\_\_\_  
 Representative's name (please print)                      Representative's signature

**This section should be completed and signed by all persons who are shown as purchasers on the APS for the home, or as owners of land in a construction contract (and/or by their designate\*).**

I have inspected my new home and I agree that the descriptions of the items listed on this form are accurate.

\_\_\_\_\_                      \_\_\_\_\_  
 Purchaser's name (please print)                      Purchaser's signature  
 \_\_\_\_\_                      \_\_\_\_\_  
 Purchaser's name (please print)                      Purchaser's signature  
 \_\_\_\_\_                      \_\_\_\_\_  
 Designate's\* name (please print)                      Designate's\* signature  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Date (YYYY/MM/DD)

*\* Purchasers or owners who intend to designate someone to conduct the PDI in their place should ensure they provide written authority to the vendor/builder authorizing the designate to sign this form on their behalf.*

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