

Instructions to Builders regarding the Standard Pre-Delivery Inspection Form

Under *Registrar Bulletin #1: Customer Service Standard*, issued February 1, 2021, vendors/builders (“builders”) are required to conduct a Pre-Delivery Inspection (PDI) of all freehold homes and condominium units. Please refer to Part B of *Registrar Bulletin #1* 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/designates 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/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. Provide a copy of the completed PDI Form to the purchaser/designate.



**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/DESIGNATE INITIALS ALL CHANGES
AND IS PROVIDED WITH A COPY OF THE FORM.**

DAMAGED, INCOMPLETE OR MISSING	OPERATING CONDITION
<ul style="list-style-type: none"> • Windows, side lights and other glazing. Window and door screens • Bathtubs, sinks and toilets • Bathroom accessories, if provided • Mirrors, countertops and cabinetry • Flooring (hardwood, vinyl, ceramic tiles, carpeting) • Interior finishes and trim carpentry • Furnace • Hot water heater, if provided (not a rental) • Exterior finishes, driveways, walkways, decks and landscaping are complete 	<ul style="list-style-type: none"> • Windows, interior and exterior doors (including garage overhead door). Door locks • Faucets: kitchen, bathroom, laundry room • Exhaust fans (kitchen, bathrooms), if provided • Electrical outlets and fixtures • Gas fireplaces, incl. circulation fans, if provided • Heat Recovery Ventilation system, if provided • Heating system • Hot water heater, if provided (not a rental) • Air conditioning system, if provided and if conditions permit

[illegible]

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 Licence #

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*). Builders should provide the purchaser/designate with a copy of the completed form.

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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OF THE HOME’S CONDITION BEFORE THE PURCHASER TAKES POSSESSION.
IT WILL BE USED AS A REFERENCE FOR FUTURE WARRANTY SERVICE REQUESTS.