



Welcome to Place St. Thomas

Dear Krystal Fortin-Alberti & Ryan Alberti,

RE: Place St. Thomas Phase 6 Lot G36

Please find enclosed your copy of the Agreement of Purchase and Sale, signed and accepted by Valecraft Homes (2019) Limited on **January 11, 2022**

You now have five (5) business days from **January 11, 2022** to obtain your Lawyer's & Financing approvals.

On or before **January 19, 2022** please book an appointment with the Sales Office to waive your conditions pertaining to Lawyer & Financing. Exterior Colour selections are also required at this time.

Your interior colour selections & all remaining upgrades must be completed by **February 2, 2022** as stated in clause 11 of the Agreement of Purchase and Sale.

Please contact your sales consultant if you have any further questions or concerns at 613-370-0288.

Sincerely,

Lisa Ballard

Valecraft 2019 Homes Sales Department

<u>PURCHASERS ADDRESS:</u>	
PURCHASERS NAME(S)	Krystal Fortin-Alberti & Ryan Alberti
STREET	826 Como Crescent
CITY, PROVINCE	Orleans, Ontario
POSTAL CODE	K4A 3Z8
HOME PHONE	613-296-8207
WORK PHONE	343-575-7631
Cell Phone Purchaser (1)	613-296-8207
Cell Phone Purchaser (2)	613-864-2373
CIVIC	707 Namur Street
AGREEMENT BLOCK#	
PLAN	50M-352
HCRA Licence Number	47491
LOT (BUILDER'S LOT/UNIT)	G36
MODEL #	160-2
ELEVATION	
MODEL NAME	Stanley 2
ORIENTATION	Std
DWELLING (MODEL#, ELEV, OPT)	160-2 Stanley 2 Std
PHASE	6
PROJECT	PLACE ST THOMAS 6
SCHEDULES	B1-A, C-1, H, O
PURCHASER OFFER	\$554,784.62
CLOSING DAY	20
CLOSING MONTH, YEAR	October, 2022
CLOSING DATE (MONTH DAY, YEAR)	October 20, 2022
DEPOSIT 1)	5,000
DEPOSIT 2)	10,000
DEPOSIT 3)	15,000
SALES REPRESENTATIVE	Adam Bowman
<u>SOLICITORS INFO</u>	
SOLICITOR NAME	Alejandro Jaramillo
STREET	1315 Lawrence Ave. E., Unit 403,
CITY, PROVINCE	Toronto, ON
POSTAL CODE	M3A 3R3
PHONE	416-970-7007 x2
<u>SCHEDULE T</u>	
PURCHASER 1	Krystal Fortin-Alberti
HOME ADDRESS (STREET, CITY, POSTAL CODE)	826 Como Cres., Orleans ON K4A 3Z8
HOME PHONE	613-296-8207
WORK ADDRESS (STREET, CITY, POSTAL CODE)	234 Wellington St. West Ottawa ON K1A 0G9
WORK PHONE	343-575-7631
OCCUPATION	Executive Assistant - BoC
ID TYPE	Driver's Licence
ID NUMBER	F6674-43868-75227
BIRTH DATE	February 27, 1987
PURCHASER 2	Ryan Alberti
HOME ADDRESS (STREET, CITY, POSTAL CODE)	826 Como Cres., Orleans ON K4A 3Z8
HOME PHONE	613-864-2373
WORK ADDRESS (STREET, CITY, POSTAL CODE)	29 Cleopatra Dr., Nepean ON K2G 0B6
WORK PHONE	613-723-9686
OCCUPATION	General Laborer - Waterdon
ID TYPE	Driver's Licence
ID NUMBER	A5165-68228-40819
BIRTH DATE	August 19, 1984
PART OF LOT(S)(singles)	G36
PLACE SIGNED	Ottawa, ON
SIGNING DAY	7
SIGNING MONTH	January
SIGNING YEAR	2022
SIGNING DATE (MONTH DAY, YEAR)	January 7, 2022
EMAIL ADDRESS (1)	kfortin27@gmail.com
EMAIL ADDRESS (2)	ryan.alberti@hotmail.ca
DATE: September 17, 2020	

SUMMARY OF PRICING - VH2019

DATE:

PROJECT: PLACE ST THOMAS 6 ✓
 Reg'd Plan #: 50M-352 ✓
 Name(s): Krystal Fortin-Alberti ✓
 Name(s): Ryan Alberti ✓

LOT NO: G36 ✓

MODEL: 160-2 Stanley 2 Std ✓

BASE PRICE: \$529,900.00 ✓

ELEVATION:

LOT PREMIUM:

END LOT PREMIUM:

NET TOTAL COST OF UPGRADES: \$29,884.62 ✓

CREDITS: -\$5,000.00 ✓

SUBTOTAL: \$24,884.62 ✓

TOTAL: \$554,784.62 ✓

PURCHASER OFFER: \$554,784.62

DIFFERENCE:

24,644.62
 + 5,240.00

Décor bonus of \$5,000.00 applied in full to the purchase price. ✓ - \$5,000.00

PURCHASER OFFER HST BREAKDOWN

OFFER PRICE EXCLUDING HST:	HST Formula 4	\$512,198.78 ✓
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COMMENTS:

*EXPECTED DATE OF CLOSING:

October 20, 2022

1455 YOVILLE DRIVE, #210, ORLEANS, ONT. K1C 6Z7 - TEL: (613) 837-1104 / FAX: (613) 837-5901



MS KRYSTAL FORTIN - Alberti ~~KEA~~

148

DATE 2021-12-12
Y Y Y Y M M D D

PAY TO THE
ORDER OF

ValeCraft Homes (2019) Ltd. | \$ 5000.00
five thousand dollars — ~~xx~~ 100 DOLLARS

Security features
included.
Details on back.



Canada Trust
1648 MONTREAL ROAD AT BLAIR
GLOUCESTER, ONTARIO K1J 6N5

MEMO

1st deposit



Krystal Fortin

MP

⑈ 148 ⑈ ⑆ 07946 ⑈ 0041 ⑆ 8517 ⑈ 6266415 ⑈

Project: Place St. Thomas 6
Plan No: 50M-352 Lot No: G36
Model: 160-2, Stanley 2 ^{STD} Date: Jan 7, 2022
Purchaser: Krystal Fortin - Alberti
Purchaser: Ryan Alberti

Internal B1A
Place St. Thomas - Phase 6

PURCHASERS: Krystal Fortin-Alberti and Ryan Alberti

Printed: 4-Jan-22 2:25 pm

LOT NUMBER		PHASE	HOUSE TYPE	CLOSING DATE
G36		6	160-2 160 THE STANLEY 2	20-Oct-22
ITEM	QTY	EXTRA / CHANGE	PRICE	INTERNAL USE
*1 87532 36919	1	- BONUS - DECOR CENTER CREDIT OF \$5, 000.00 Note: Decor bonus has been applied in full to the purchase price.	\$ 0.00	Each
2 90162 36920	1	- STANDARD - SLEEVE FOR FUTURE WATERLINE TO FRIDGE Note:	\$ 0.00	Each
*3 120313 36921	1	- STANDARD - AC UNIT 13 SEER R - 410A - GOODMAN SIZED ACCORDING TO THE MODEL TYPE Note: Location to be determined by Head Office	\$ 0.00	Each
*4 113231 37037	1	- GREAT ROOM - FIREPLACE - OPTIONAL DIRECT VENT FIREPLACE ON MAIN FLOOR WITH SURROUND FROM BUILDERS STANDARDS, AND MDF MODERN TYPE 1 MANTLE PAINTED WHITE. CENTER WINDOW IN GREAT ROOM IS DELETED Note: As per Schedule H dated September 30, 2021	*\$ 4,852.00	Each
5 384 36923	1	- GREAT ROOM - FIREPLACE - FIREPLACE FAN KIT FOR BUILDER'S STANDARD FIREPLACE Note:	\$ 389.00	Each
*6 113071 36924	1	- KITCHEN - KITCHEN - OPTIONAL KITCHEN LAYOUT 1 - BUILDERS STANDARD FINISHES Note: As per Schedule H dated September 30, 2021	*\$ 885.00	Each
7 114865 36925	1	- KITCHEN - CABINETRY - UPC9-2A - BUILDERS STANDARD CABINETRY - OPTIONAL KITCHEN 1. INCLUDES UPGRADE TO 42IN UPPERS WITH FILLER DETAIL ON UPPER KITCHEN CABINETRY TO STANDARD BULKHEAD Note: - Purchaser Acknowledges and accepts that Upper Kitchen cabinetry upgraded wood doors will have center style. - As per UPC and Kitchen Sketches dated September 30, 2021	\$ 521.00	Each
*8 113930 37038	*1	- RAILING - OAK MODERN 3 1/2" POSTS, COLONIAL HANDRAILS & MODERN SPINDLES Note: - As per Schedule H dated September 30, 2021 - Standard areas.	\$ 1,980.00	Each
*9 113601 37039	*1	- GREAT ROOM - RAILING - OAK MODERN 3 1/2" POSTS, COLONIAL HANDRAILS & MODERN SPINDLES IN LIEU OF THE HALF WALL ON THE STAIRS ADJACENT TO GREAT ROOM C/W OPEN STRINGERS Note: - As per Schedule H dated September 30, 2021	*\$ 2,065.00	Each
*10 113596 37040	*1	- UPPER HALL - RAILING - OAK MODERN 3 1/2" POSTS, COLONIAL HANDRAILS & MODERN SPINDLES IN LIEU OF THE HALF WALL IN THE SECOND FLOOR HALLWAY Note: - As per Schedule H dated September 30, 2021	*\$ 2,987.00	Each
11 113101 36929	1	- ENSUITE BATH - ENSUITE - 5PC ENSUITE WITH DOUBLE VANITY, SOAKER TUB AND SEPARATE SHOWER IN BUILDERS STANDARD SELECTIONS Note: - As per Schedule H dated September 30, 2021	\$ 6,362.00	Each
*12 999 36930	1	- ORBITAL UPGRADES AS PER ATTACHED QUOTE & SKETCH. Note: - Orbital Estimate No#: OR6690 dated 09/20/2021	*\$ 688.17	Each

Vendor Initials:

Purchaser Initials:

PREPARED BY: Adam Bowman

LOCKED BY: Tricia Oliver

PE 1,712-1

InvoiceSQL.rpt 01sept21

CONSTRUCTION SCHEDULING APPROVAL

PER:

DATE:

Internal B1A
Place St. Thomas - Phase 6

PURCHASERS: Krystal Fortin-Alberti and Ryan Alberti

Printed: 4-Jan-22 2:25 pm

LOT NUMBER G36	PHASE 6	HOUSE TYPE (160-2) 160 THE STANLEY 2	CLOSING DATE 20-Oct-22
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ITEM	QTY	EXTRA / CHANGE	PRICE	INTERNAL USE
*13 ✓ 998	1 -	S&S ELECTRIC UPGRADES AS PER ATTACHED QUOTE & SKETCH.	*\$ 3,915.45	Each
36931	Note:	- S&S Electric Estimate No #: SS5304 dated 09/20/2021		

Sub Total	\$24,644.62
HST	\$0.00
Total	\$24,644.62

Payment Summary	
<u>Paid By</u>	<u>Amount</u>
APS	\$24,644.62
<u>Total Payment:</u>	<u>\$24,644.62</u>

PURCHASER: x Krystal Fortin-Alberti

PURCHASER: x Ryan Alberti

7-Jan-22
DATE

7-Jan-22
DATE

VENDOR: _____

DATE: _____

PER: Valecraft Homes (2019) Limited

CONSTRUCTION SCHEDULING APPROVAL

PER: _____

DATE: _____



Place St. Thomas - Phase 6

Printed: 4-Jan-22 2:26 pm

ITEM	QTY	EXTRA	CHANGE	PRICE	INTERNAL USE
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Sub Total	\$5,240.00
HST	\$0.00
Total	\$5,240.00

<u>Paid By</u>	<u>Amount</u>
Total Payment:	

VENDOR: _____
PER: Valecraft Homes (2019) Limited

DATE: _____

CONSTRUCTION SCHEDULING APPROVAL

PER: _____

DATE: _____



Place St. Thomas Price List

THE 100 SERIES - Block G



Executive Freehold Townhouses

Model	Model No.	Sq. Ft.	# of Bedrooms	Current Upgrades	Priced From
The Lewis - G34	(130)	2136	3	\$22,480.63	\$542,380.63
The Green - G35	(140)	2140	3	\$15,330.63	\$532,230.63
The Stanley II - G36	(160-2)	2135	3	\$24,644.62	\$554,544.62
The Stanley II - G37	(160-2)	2135	3	\$23,759.62	\$553,659.62
The Green - G38	(140)	2140	3	\$15,809.63	\$532,709.63
The Bassett - G39	(170)	2315	3	\$16,410.62	\$591,310.63

Price subject to change without notice and includes HST (based on Purchaser qualifying for and assigning full new housing rebates for owner occupied only.)

(See Sales Consultant for Details to Qualify)

End unit premium of \$15,500.00 will be added to the base price excluding the Mann (105) & Bassett (170) models (Included in base price).

Sales Consultant
Adam Bowman
613-370-0288
place-st-thomas@valecraft.com

Monday to Wednesday 12:00 PM to 7:00 PM
Thursday & Friday Closed
Saturday to Sunday 12:00 PM to 5:00 PM

Prices Subject to Change Without Notice

E. & O.E

November 24, 2021

K:\SALES\Admin-VH2019\VH 2019PRICELISTS&LOTS PREMIUMS

Nov 24/21

Critical Dates Calculator

To complete the first page of the Addendum, which is a Statement of Critical Dates, the first step is to select the appropriate type of sales transaction:

Freehold Firm; Freehold Tentative; Condominium Firm; or Condominium Tentative.

Once you have made this selection, in the table below, a new field will appear where you will enter the first Critical Date. Depending on the type of sales transaction, this Critical Date will be one of the following: the First Tentative Closing Date; the Firm Closing Date; the First Tentative Occupancy Date; or the Firm Occupancy Date. For condominiums, you will also enter the Outside Occupancy Date.

Please note that all Closing or Occupancy Dates must be on a business day.

Enter the first Critical Date by clicking on the calendar icon once it has appeared below. After you have selected this date, all of the remaining Critical Dates needed to complete the Statement of Critical Dates document will automatically be determined.

Critical Dates Calculator

Type of Transaction

Freehold Firm

+

Freehold Tentative

-

Enter Tentative Closing Date

October 20, 2022



Freehold Tentative - Critical Dates

First Tentative Date

October 20, 2022

Second Tentative Date

February 17, 2023

Firm Closing Date

June 19, 2023

Outside Closing Date

February 20, 2024

Notice Period for a Closing Delay

Notice Period for a Closing Delay Notice to set Second Tentative Closing Date

July 22, 2022

Notice to set Firm Closing Date

November 18, 2022

Purchaser's Termination Period

End of Purchaser's Termination Period

March 21, 2024

To generate and print a Statement of Critical Dates, choose one of the following:

 What is a POTL?

Condominium Firm

+

Condominium Tentative

+

GST/HST New Housing Rebate Application for Houses Purchased from a Builder

Use this form to claim your rebate if you bought a new house (including a residential condominium unit or a duplex) or a share of the capital stock of a co-operative housing corporation (co-op). **Do not use** this form if you built your house or hired someone to build it or purchased it as a rental property. Instead, use Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*, or Form GST524, *GST/HST New Residential Rental Property Rebate Application*.

Note

GST/HST registered builders claiming a Type 1A or 1B rebate can choose to file their application online along with their GST/HST return using GST/HST NETFILE at canada.ca/gst-hst-netfile or by using the "File a return" online service in My Business Account at canada.ca/my-cra-business-account. The rebate can also be filed online on its own using the "File a rebate" online service in My Business Account. Representatives can access these online services in Represent a Client at canada.ca/taxes-representatives. If you choose to file your application online, **do not send** us this form.

For more information, including instructions, required documentation for rebate application Types 2, 3, and 5, and the definition of a house, see "General information" on page 4 of this form. Your claim may be delayed or denied if this form is not completed in full, the rebate calculation is not correct, or the required documentation is not submitted with your application.

Section A – Claimant information									
Claimant's legal name (one name only, even if the house is purchased by several individuals) Last name, first name, and initial(s) Fortin-Alberti, Krystal						Business number (if applicable) R T			
If more than one individual purchased the house, list all of the other purchaser(s). Attach a separate sheet if you need more space.									
Last name, first name, and initial(s) of other purchaser Alberti, Ryan					Last name, first name, and initial(s) of other purchaser				
Address of the house you purchased (Unit No. – Street No. Street name, RR) 707 Namur Street									
City Embrun						Province or territory Ontario		Postal code K 0 A 1 W 0	
Home telephone number 613-296-8207		Daytime telephone number 613-864-2373		Extension		Language preference ☒ English ☐ French			
Mailing address of claimant ☒ As above or		Unit No – Street No Street name, PO Box, RR							
City		Province/Territory/State			Postal/ZIP code		Country		
Section B – House information									
Did you purchase the house for use as your, or your relation's, primary place of residence? ☒ Yes ☐ No				Date purchase agreement was signed by both you and the builder (if the agreement was signed on different dates, use the later date):					
If you purchased this house as a rental property, you do not qualify for this rebate. You may qualify for the New Residential Rental Property Rebate instead. To apply for that rebate, you (not the builder) may use Form GST524, <i>GST/HST New Residential Rental Property Rebate Application</i> .				Year Month Day					
Date ownership of the house or the share in the co-op was transferred to you:				Date possession of the house was transferred to you:					
Year Month Day				Year Month Day					
Legal description of property – Lot, plan, concession, range, parcel, section, etc. You will find the description on your deed, or another land transfer document available from your provincial land registry office. Where applicable, use the strata lot for the lot number.									
Lot No: G36				Plan No: 50M-352			Other: Embrun, ON		
If a mobile home, state: Manufacturer: Model: Serial number:									

FOR INTERNAL USE ONLY

IC NC

Section C – Housing and application Type

Type of housing (tick one box)

- ☒ House (including condominium unit) ☐ Mobile home (including modular home) ☐ Floating home ☐ Bed and breakfast ☐ Duplex

Application Type (tick one box). See Guide RC4028, GST/HST New Housing Rebate, to verify that you meet the conditions to claim the rebate. In all cases the builder or co-op must complete Section D.

Rebate applications filed by the builder – Where the builder pays the amount of the rebate directly to you or credits it against the total amount payable for a new house (including a mobile home or a floating home). Give the completed application to your builder.

- 1A ☒ When you buy both the house and land from the same builder or you buy a mobile home. (Do not tick Type 1A if you bought a mobile home and you lease land that is not a site in a residential trailer park from the vendor of the home. Tick Type 1B in this case.) Complete Part I of Section F to calculate the rebate.
- 1B ☐ When you buy a house and lease the land from the same builder. (Do not tick Type 1B if you bought a mobile home from a vendor that also leases to you a site in a residential trailer park. Tick Type 1A in this case.) The lease must provide you with an option to buy the land, or must be for a term of at least 20 years. Complete Part II of Section F to calculate the rebate.

Rebate applications you file directly with us – Where we pay the rebate directly to you for a new house (including a mobile home or a floating home).

- 2 ☐ When you buy both the house and land from the same builder or you buy a mobile home. (Do not tick Type 2 if you bought a mobile home and you lease land that is not a site in a residential trailer park from the vendor of the home. Tick Type 5 in this case.) Complete Part I of Section F to calculate the rebate. Attach a copy of your Statement of Adjustments.
- 3 ☐ When you buy a share of the capital stock of a co-op. Complete Part III of Section F to calculate the rebate. Attach a copy of your Statement of Adjustments.
- 5 ☐ When you buy a house and lease the land from the same builder. (Do not tick Type 5 if you bought a mobile home from a vendor that also leases to you a site in a residential trailer park. Tick Type 2 in this case.) The lease must provide you with an option to buy the land, or must be for a term of at least 20 years. Complete Part II of Section F to calculate the rebate. Attach a copy of your Statement of Adjustments (or invoice in the case of a mobile home).

Section D – Builder or co-op information

Builder's or co-op's legal name		Business number (if applicable)	
Valecraft Homes (2019) Limited		7 2 1 0 1 0 7 1 8 R T 0 0 0 1	
Address (Unit No. – Street No. Street name, PO Box, RR)		City	
210-1455 Youville Dr.		Orleans	
Province/Territory/State	Postal/ZIP code	Country	Telephone number Extension
Ontario	K1C 6Z7	Canada	613-837-1104

Did the builder either pay the amount of the rebate directly to the purchaser or credit it against the total amount payable for the house? ☐ Yes ☐ No

If yes, the builder has to send this completed form, including any applicable provincial rebate schedule, to us. For more information and instructions, see page 4.

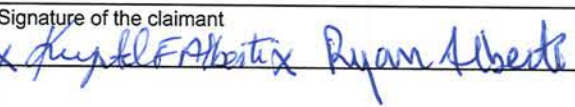
For Type 1A or 1B, enter the reporting period covered by the GST/HST return in which a deduction is taken by the builder. The builder must take the deduction in the reporting period during which the amount of the rebate is paid or credited to the purchaser.

From	Year	Month	Day	to	Year	Month	Day

Signature of builder or authorized official	Name (print)	Year	Month	Day

Section E – Claimant's Certification

I certify that the information given in this application, including any accompanying provincial rebate schedule and all supporting documents, is, to the best of my knowledge, true, correct, and complete in every respect. I have not previously claimed the "Total rebate amount," or any part of that amount, and I am eligible to claim this total rebate amount. I am not filing a second time for additional work or extras done on the house. I also certify that the house is my, or one of my relation's, primary residence and is not intended as a rental property.

Signature of the claimant	Name (print)	Year	Month	Day
	Krystal Fortin-Alberti & Ryan Alberti	2	0	2
		2	0	1
			0	7

Section F – Rebate calculation (complete only one of Parts I, II, or III, whichever applies)

You are **not** entitled to claim a GST/HST new housing rebate for some of the GST or federal part of the HST and you **do not complete** Section F if any of the following apply to you:

- your application type is 1A or 2 and the purchase price of the house is \$450,000 or more;
- your application type is 1B or 5 and the fair market value of the house (building and land) when possession was transferred to you was \$517,500 or more (in some cases a lower value may apply to restrict the rebate); or
- your application type is 3 and the total amount paid for the share in the co-op is \$517,500 or more (in some cases a lower value may apply to restrict the rebate).

If the above situations **do not apply** and you meet all of the other GST/HST new housing rebate conditions, you may be entitled to claim a GST/HST new housing rebate. Complete Section F. You will need to complete Form RC7190-WS, *GST190 Calculation Worksheet*, to calculate the amounts you have to enter in Section F.

Note

If you paid the HST on your purchase of a house located in a province that offers a provincial new housing rebate, you may be entitled to claim a rebate for some of the provincial part of the HST you paid on the purchase. A provincial new housing rebate may be available even if a GST/HST new housing rebate is not. For more information, see the appropriate provincial rebate schedule.

Part I – Rebate calculation for Application Type 1A or 2

GST paid or the federal part of the HST paid on the purchase of the house (enter the amount from line 1 of Form RC7190-WS). (If the purchase and sale agreement for the house was assigned to you and you paid the GST or the federal part of the HST on assignment, also include that tax paid on line A.)		A
Enter the purchase price of the house (do not include GST or HST). (If the purchase and sale agreement for the house was assigned to you and you paid the GST or the federal part of the HST on the assignment, also include the purchase price for the assignment on line B.)		B
GST/HST new housing rebate amount (enter the amount from line 4 of Form RC7190-WS).		C
Provincial new housing rebate amount – If you are eligible, complete the calculation on the applicable provincial rebate schedule and enter the amount from line C of that schedule.		D
Total rebate amount including any provincial rebate (line C plus line D).		E

Part II – Rebate calculation for Application Type 1B or 5

Total purchase price for the house (do not include amounts for the lease of the land or the option to purchase the land).		F
Fair market value of the house (including the land and the building) when possession was transferred to you.		G
GST/HST new housing rebate amount (enter the amount from line 8 of Form RC7190-WS).		H
Provincial new housing rebate amount – If you are eligible, complete the calculation on the applicable provincial rebate schedule and enter the amount from line F of that schedule.		I
Total rebate amount including any provincial rebate (line H plus line I).		J

Part III – Rebate calculation for Application Type 3

Total purchase price for the share of the capital stock in the co-op. (If you purchased any other interest in the corporation, complex, or unit, also include the purchase price for that interest on line K.)		K
GST/HST new housing rebate amount (enter the amount from line 11 of Form RC7190-WS).		L
Provincial new housing rebate amount – If you are eligible, complete the calculation on the applicable provincial rebate schedule and enter the amount from line H of that schedule.		M
Total rebate amount including any provincial rebate (line L plus line M).		N

Section G – Direct deposit request (complete only if you are filing a Type 2, 3, or 5 rebate application)

To have your refund deposited directly into your bank account, complete the information area below or attach a blank cheque with the information encoded on it and "VOID" written across the front.

Branch number	Institution number	Account number
Name of the account holder		

Personal information is collected under the *Excise Tax Act* to administer tax, rebates, and elections. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source at canada.ca/cra-info-source, Personal Information Bank CRA PPU 241.

General information

Who should complete this form?

Use this form to claim your new housing rebate if you bought a new house (including a residential condominium unit or a duplex) or a share of the capital stock of a co-operative housing corporation (co-op). The house must be the primary place of residence for you or a relation. If more than one individual owns the house or share, only one individual can claim the rebate. Partnerships (even if all the partners are individuals) and corporations that buy new houses are not entitled to claim this rebate. An individual cannot claim this rebate if a partnership or a corporation is also an owner of the house.

Do not use this form if you built or substantially renovated your house or hired someone to do so. Instead, use Form GST191, *GST/HST New Housing Rebate Application for Owner-Built Houses*.

If you purchased this house as a rental property, use *Form GST524, GST/HST New Residential Rental Property Rebate Application*.

For more information on the conditions that apply for each rebate type, see Guide RC4028, *GST/HST New Housing Rebate*.

If the application is signed by someone other than the claimant, you must attach a properly executed power of attorney to this form.

If your house is located in a province that offers a provincial new housing rebate for some of the provincial part of the HST and you qualify for that rebate, you also need to complete the appropriate provincial rebate schedule to claim the provincial new housing rebate.

Note

If you previously purchased a new house and received a new housing rebate you were assigned a business number for tracking purposes (nine digits followed by RT0001). Use the same number for this application.

Documentation required

If your application type is 2, 3, or 5 in Section C, you must send us this form along with the following documents:

- a copy of the statement of adjustments; and
- for a mobile home, a copy of the invoice.

Note

You are not required to submit proof of occupancy with your application. However, you may be asked to provide proof of occupancy later.

Do not send us the agreements for the purchase of your house. Keep them for six years in case we ask to see them.

Note

If you choose not to file your application online when claiming a Type 1A or 1B rebate, you must send us a copy of this form. Do not send supporting documents with this form when claiming either of these rebates, but keep them in case we ask to see them later.

When should I file my claim?

Generally, you have two years from the date ownership of the house is transferred to you to claim the rebate.

Where do I send this form?

For an individual claiming this rebate, use the chart below to identify the correct tax centre to send your completed form and any applicable provincial rebate schedule.

If you are a builder and choose **not** to file your application online, use the following chart to find out to which tax centre to send your completed form.

If you are:	Send your form to:
• an individual, and the property is located in one of the areas indicated below; OR • a builder located in one of the areas indicated below, and you have filed your GST/HST return online. Areas: Sudbury/Nickel Belt, Toronto Centre, Toronto East, Toronto West, Toronto North, or Barrie.	Sudbury Tax Centre 1050 Notre Dame Avenue Sudbury ON P3A 5C1
• an individual, and the property is located anywhere in Canada, other than the areas mentioned above; OR • a builder located anywhere in Canada, other than the areas mentioned above, and you have filed your GST/HST return online.	Prince Edward Island Tax Centre 275 Pope Road Summerside PE C1N 6A2
• a builder who is eligible to file a paper GST/HST return. (In addition to your completed form and any applicable provincial rebate schedule, you have to send your return in which you claimed a deduction.)	The tax centre indicated on your return.

Note

If you are a builder and choose to file your application online, do **not** send us this form.

Definition

House – for this rebate, includes a single family home, a residential condominium unit, a duplex, a mobile home, and a floating home. It also includes a bed and breakfast if more than 50% of the house is your primary place of residence. Otherwise, only the part that is your primary place of residence is a house for purposes of this rebate.

What if you need help?

For more information, see Guide RC4028, *GST/HST New Housing Rebate*, go to canada.ca/gst-hst, or call 1-800-959-5525.

Forms and publications

To get our forms and publications, go to canada.ca/gst-hst-pub.