

AMENDMENT TO AGREEMENT OF PURCHASE AND SALE  
BETWEEN THE UNDERSIGNED PARTIES HERETO SIGNED  
ON THE 9 DAY OF November , 20 21 .

REGARDING PROPERTY KNOWN AS: BUILDER'S LOT : 13  
LOT: 13 BLOCK :  
50M-352 PLACE ST THOMAS 6  
CIVIC ADDRESS: 748 Namur Street

PURCHASERS: Nnamaka Micheal Mbilitem & Aishatu Kyerewaa Mbilitem

VENDORS: VALECRAFT HOMES (2019) LIMITED

DATE OF ACCEPTANCE: November 9, 2021

It is hereby understood and agreed between the undersigned parties hereto that the following changes shall be made to the above mentioned Agreement of Purchase and Sale and except for such changes noted below all other terms and conditions in the Agreement shall remain as stated therein and time shall remain of the essence.

DELETE: HST New Housing Rebate Form dated: November 9, 2021  
680 dated September 8, 2022

INSERT: HST New Housing Rebate Form dated: September 29, 2022  
680 dated September 29, 2022

Dated at Ottawa, ON this 29 day of September , 2022

In the presence of:

WITNESS PURCHASER

WITNESS PURCHASER

Dated at Ottawa, ON this 30 day of September , 2022

VALECRAFT HOMES (2019) LIMITED

Per: Frank Nieuwkoop

Name: F. Nieuwkoop

Title: Vice President  
I HAVE THE AUTHORITY TO BIND THE CORPORATION

AMENDMENT TO AGREEMENT OF PURCHASE AND SALE  
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DELETE: PURCHASE PRICE: \$728,575.00  
Investment BALANCE AT CLOSING: \$678,575.00  
Pricing LESS H.S.T. AMOUNT: \$644,756.64  
SCHEDULE "G" DATED: December 18, 2021  
TARION SCHEDULE "B" DATED: December 18, 2021

INSERT: NEW PURCHASE PRICE: \$704,575.00  
Primary Residence NEW BALANCE AT CLOSING: \$654,575.00  
Pricing NEW LESS H.S.T. AMOUNT: \$644,756.64  
SCHEDULE "G" DATED: September 29, 2022  
TARION SCHEDULE "B" DATED: September 29, 2022

Dated at Ottawa, ON this 29 day of September , 2022

In the presence of:

WITNESS

DocuSigned by:  
PURCHASER

WITNESS

DocuSigned by:  
PURCHASER

Dated at Ottawa this 30 day of September , 2022

VALECRAFT HOMES (2019) LIMITED

Per: Frank Nieuwkoop  
A04F827301214EE...

Name: F. Nieuwkoop

Title: Vice President  
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CIVIC ADDRESS: 748 Namur Street

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VENDORS: VALECRAFT HOMES (2019) LIMITED

DATE OF ACCEPTANCE: November 9, 2021

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DELETE: PURCHASE PRICE: \$728,575.00  
BALANCE AT CLOSING: \$678,575.00  
LESS H.S.T. AMOUNT: \$644,756.64  
SCHEDULE "G" DATED: December 18, 2021  
TARION SCHEDULE "B" DATED: December 18, 2021

INSERT: 680 dated: September 29, 2022 in the amount of: \$1,000.00  
NEW PURCHASE PRICE: \$705,575.00  
NEW BALANCE AT CLOSING: \$655,757.00  
NEW LESS H.S.T. AMOUNT: \$645,641.59  
SCHEDULE "G" DATED: September 29, 2022  
TARION SCHEDULE "B" DATED: September 29, 2022

Dated at Ottawa, ON this 29 day of September , 2022

In the presence of:

WITNESS

DocuSigned by:  
PURCHASER

WITNESS

DocuSigned by:  
PURCHASER

Dated at Ottawa this 30 day of September , 2022

VALECRAFT HOMES (2019) LIMITED

Per: Frank Nieuwkoop

Name: F. Nieuwkoop

Title: Vice President  
I HAVE THE AUTHORITY TO BIND THE CORPORATION



**Freehold Form**  
**(Tentative Closing Date)**

**SCHEDULE B**  
**Adjustments to Purchase Price or Balance Due on Closing**

**PART I      Stipulated Amounts/Adjustments**

These are additional charges, fees or other anticipated adjustments to the final purchase price or balance due on Closing, the dollar value of which is stipulated in the Purchase Agreement and set out below.

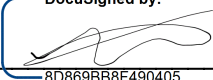
- 1. Preparation of transfer fee by Builder’s solicitor as stated in Clause #22 of the Agreement of Purchase & Sale.                      \$275.00 + HST= \$310.75

**PART II      All Other Adjustments – to be determined in accordance with the terms of the Purchase Agreement**

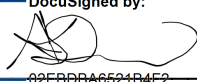
These are additional charges, fees or other anticipated adjustments to the final purchase price or balance due on Closing which will be determined after signing the Purchase Agreement, all in accordance with the terms of the Purchase Agreement.

- 1. Land Transfer Tax based on final purchase price less HST as stated in Clause #22 of the Agreement of Purchase & Sale.
- 2. Property Taxes as per final statement of adjustments as stated in Clause #11 of the Agreement of Purchase & Sale.
- 3. Real Estate Transaction Levy Surcharge as per final statement of adjustments as stated in Clause #13 of the Agreement of Purchase & Sale.
- 4. Administrative charges to set up assessment roll number and change of records as per final statement of adjustments as stated in Clause #14 of the Agreement of Purchase & Sale.
- 5. Delay in Closing by Purchaser of \$150.00 +HST per day as per final statement of adjustments as stated in Clause #15 of the Agreement of Purchase & Sale.
- 6. Maximum GST/HST rebate based on final purchase price less HST as stated in Schedule “G” Clause # 8 of the Agreement of Purchase & Sale.
- 7. Tarion Enrolment Fee based on final purchase price less HST as stated in Clause #12 of the Agreement of Purchase & Sale. Tarion Enrolment Calculation Table can be viewed on-line at tarion.com. See chart on page 11 as a guide.
- 8. Additional upgrades/deletions contained in the attached Amendment to the Agreement of Purchase and Sale dated September 29, 2022.

Signed at Ottawa, ON, this 29 day of September, 2022.

DocuSigned by:  
  
8D869BB8F490405...  
**Purchaser**

**Valecraft Homes (2019) Limited**

DocuSigned by:  
  
02EBDDA6521B4F2...  
**Purchaser**

DocuSigned by:  
*Frank Nieuwkoop*  
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**Per:**

September 30, 2022  
**Date:**

**Lot #:** 13 - Phase 6

**Project:**      **Place St. Thomas 6**

**SCHEDULE "G"**

**HARMONIZED SALES TAX AND NEW HOUSING REBATE**


1.
- The parties acknowledge that as at the date of this Agreement, Harmonized Sales Tax ("HST") is applicable to this transaction pursuant to the Excise Tax Act (Canada) (the "**Legislation**") and that, the Purchaser may qualify for the GST/HST new housing rebate (as is authorized by the Legislation from time to time) (**the "New Housing Rebate"**) in respect of this transaction.
2.
- The Purchaser is hereby advised that the Purchase Price listed in "Purchase Price" Section of this Agreement includes all HST and the New Housing Rebate applicable to this transaction (refer to maximum rebate allowance in Clause 8) as at the date this Agreement is signed by the parties. All sales taxes applicable to the transaction (including any applicable New Housing Rebate) will be calculated as of the closing of the subject transaction and will be applied in accordance with the Legislation. In the event that there is a change to the Legislation after the execution of this Agreement but prior to the closing of this transaction, the Vendor shall make all applicable adjustments to the sales taxes payable in this transaction in accordance with all applicable Legislation.
3.
- The Purchaser hereby irrevocably assigns to the Vendor the benefit of the New Housing Rebate, if applicable to this transaction.
4.
- The Purchaser hereby warrants and agrees that:

(a )     The Real Property is being purchased as the Purchaser's primary place of residence and that the Purchaser will take possession and occupy the Dwelling forthwith upon closing and will not allow occupancy of the Dwelling by any other individual (other than the Purchaser's immediate family) as a place of residence prior to occupancy by the Purchaser;

(b)     Purchaser will execute and deliver on closing such documents as the Vendor may require to confirm the warranties and agreements contained in this Schedule; and


(c)     Purchaser will submit to the Vendor on closing, prior to or after closing at the Vendor's request, an application or applications in the manner and in the form prescribed containing prescribed information required by the Legislation for the New Housing Rebate
5.
- The Purchaser acknowledges that the Vendor has calculated the Purchase Price on the assumption that the New Housing Rebate will be applicable to this transaction. If for any reason the Purchaser does not qualify for the New Housing Rebate, then the Purchaser shall be fully responsible for paying to the Vendor the amount of such New Housing Rebate plus interest at the Bank of Montreal prime rate from the date the statement of adjustments is calculated plus any fees, penalties or damages imposed on the Vendor under the Legislation. For greater certainty, the Purchaser acknowledges that the New Housing Rebate described above is for individuals buying a new house or residential condominium as a primary place of residence for themselves or a relation. It does not include the rebate for HST which may be available to investors buying a new house or residential condominium as a rental property ( the **GST/HST "New Residential Rental Property Rebate"**). If the Property is being purchased for investment purposes, the Purchaser will not qualify for the New Housing Rebate and the Purchaser shall be responsible for paying to the Vendor an amount equal to the New Housing Rebate which has been included in the Purchase Price hereunder. All Purchasers buying a new house or residential condominium as a rental property are responsible for applying for the New Residential Rental Property Rebate after the closing of the subject transaction.

DS



Purchaser

DS



Purchaser

DS


FN

Vendor

6.       The Purchaser acknowledges and agrees that the Purchase Price set forth in this Agreement has been arrived at on the basis that the Purchase Price includes all Extras, premiums and bonuses and excludes any Extras ordered pursuant to a Change Order following the date of execution of this Agreement. The Purchaser acknowledges that the purchase of additional Extras following the date of execution of this Agreement may push the Purchase Price of the Real Property into a different sales tax category for the purposes of determining the amount of the New Housing Rebate, and that this may lower the amount of said New Housing Rebate applicable to the transaction. If a reduced New Housing Rebate is applicable under the Legislation due to the purchase of Extras following the date of execution of this Agreement, the Purchaser agrees to compensate the Vendor for the, amount by which the New Housing Rebate used to calculate the Purchase Price listed in the "Purchase Price" section herein exceeds the actual applicable New Housing Rebate, such amount to be credited to the Vendor as an adjustment on closing.
7.       The Parties acknowledge that for purposes of Land Transfer Tax, the total consideration to be inserted in the Transfer/Deed of Land for this transaction shall be the total Purchase Price including Extras excluding HST and the New Housing Rebate, namely the amount of           \$645,641.59          . The Purchaser is responsible for payment in full of the Land Transfer Tax and the cost of registration of the transfer.
8.       The Purchaser agrees to execute all further documents required by the Vendor after closing to give effect to this Schedule.

Dated at     Ottawa, ON     this     29     day of     September     ,           2022          

DocuSigned by:




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**PURCHASER**

**VALECRAFT HOMES (2019) LIMITED**

DocuSigned by:



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**PURCHASER**

DocuSigned by:

*Frank Nieuwkoop*

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**PER:**

September 30, 2022

**DATE:**

**PROJECT:**     PLACE ST THOMAS 6     **LOT:**     13



NON STANDARD EXTRAS (680)			
Place St. Thomas - Phase 6			
PURCHASERS: Nnamaka Micheal Mbilitem and Aishatu Kyerewaa Mbilitem			Printed: 29-Sep-22 3:03 pm

LOT NUMBER	PHASE	HOUSE TYPE	CLOSING DATE
13	6	815 THE HARTIN ELEV B	25-Oct-22

ITEM	QTY	EXTRA / CHANGE	PRICE	INTERNAL USE
27	1	- ADMINISTRATIVE FEE FOR LATE CHANGE TO PURCHASE AGREEMENT	\$1,000.00	Each
40039	Note:			

Sub Total	\$1,000.00
HST	\$0.00
Total	\$1,000.00

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

PURCHASER:

DocuSigned by:

8D869DB8F490405...  
Nnamaka Micheal Mbilitem  
DocuSigned by:

29-Sep-22

DATE

PURCHASER:

DocuSigned by:

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Aishatu Kyerewaa Mbilitem  
DocuSigned by:

29-Sep-22

DATE

VENDOR:

DocuSigned by:

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PER: Valecraft Homes (2019) Limited

September 30, 2022

DATE:

PREPARED BY: Adam Bowman

LOCKED BY: Lisa Ballard

PE 1,932-1

InvoiceSQL.rpt 01sept21

CONSTRUCTION SCHEDULING APPROVAL	
PER:	
DATE:	





## 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](https://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](https://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](https://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 ( <b>one name only</b> , even if the house is purchased by several individuals) Last name, first name, and initial(s) <b>Mbilitem, Nnamaka Micheal</b>		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 <b>Mbilitem, Aishatu K</b>		Last name, first name, and initial(s) of other purchaser	
Address of the house you purchased (Unit No. – Street No. Street name, RR) <b>748 Namur Street</b>			
City <b>Embrun</b>		Province or territory <b>Ontario</b>	Postal code <b>K 0 A 1 W 0</b>
Home telephone number <b>613-890-3010</b>	Daytime telephone number <b>613-890-3010</b>	Extension	Language preference <input checked="" type="checkbox"/> English <input type="checkbox"/> French
Mailing address of claimant <input checked="" type="checkbox"/> As above or Unit No – Street No Street name, PO Box, RR			
City	Province/Territory/State <b>ON</b>	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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Date purchase agreement was signed by both you and the builder (if the agreement was signed on different dates, use the later date): Year Month Day	
If you purchased this house as a rental property, you do <b>not</b> 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> .			
Date ownership of the house or the share in the co-op was transferred to you: Year Month Day		Date possession of the house was transferred to you: 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: <b>13</b>	Plan No: <b>50M-352</b>	Other: <b>Embrun, ON</b>	
If a mobile home, state: Manufacturer:		Model:	Serial number:

**FOR INTERNAL USE ONLY**

IC						NC					
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Protected B when completed

**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 <b>Valecraft Homes (2019) Limited</b>				Business number (if applicable) <b>7 2 1 0 1 0 7 1 8 R T 0 0 0 1</b>											
Address (Unit No. – Street No. Street name, PO Box, RR) <b>210-1455 Youville Dr.</b>										City <b>Orleans</b>					
Province/Territory/State <b>Ontario</b>			Postal/ZIP code <b>K1C 6Z7</b>			Country <b>Canada</b>			Telephone number <b>613-837-1104</b>			Extension			

 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	DocuSigned by:	Name (print)	Year	Month	Day
		<b>Nnamaka Micheal Mbiletem &amp; Aishatu Mbiletem</b>	<b>2</b>	<b>0</b>	<b>2</b>
8D869BB8F490405...	02EBDBA6521B4F2...		<b>2</b>	<b>0</b>	<b>9</b>

Protected B when completed

**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.)

		<b>A</b>
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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>B</b>
--	--	----------

GST/HST new housing rebate amount (enter the amount from line 4 of Form RC7190-WS).

		<b>C</b>
--	--	----------

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.

		<b>D</b>
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Total rebate amount including any provincial rebate (line C plus line D).

		<b>E</b>
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**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).

		<b>F</b>
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Fair market value of the house (including the land and the building) when possession was transferred to you.

		<b>G</b>
--	--	----------

GST/HST new housing rebate amount (enter the amount from line 8 of Form RC7190-WS).

		<b>H</b>
--	--	----------

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.

		<b>I</b>
--	--	----------

Total rebate amount including any provincial rebate (line H plus line I).

		<b>J</b>
--	--	----------

**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.)

		<b>K</b>
--	--	----------

GST/HST new housing rebate amount (enter the amount from line 11 of Form RC7190-WS).

		<b>L</b>
--	--	----------

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.

		<b>M</b>
--	--	----------

Total rebate amount including any provincial rebate (line L plus line M).

		<b>N</b>
--	--	----------

**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

--	--	--	--	--	--

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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](http://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:
<ul style="list-style-type: none"> <li>• an <b>individual</b>, and the property is located in one of the areas indicated below; OR</li> <li>• a <b>builder</b> located in one of the areas indicated below, and you have filed your GST/HST return online.</li> </ul> <b>Areas:</b> Sudbury/Nickel Belt, Toronto Centre, Toronto East, Toronto West, Toronto North, or Barrie.	Sudbury Tax Centre 1050 Notre Dame Avenue Sudbury ON P3A 5C1
<ul style="list-style-type: none"> <li>• an <b>individual</b>, and the property is located anywhere in Canada, other than the areas mentioned above; OR</li> <li>• a <b>builder</b> located anywhere in Canada, other than the areas mentioned above, and you have filed your GST/HST return online.</li> </ul>	Prince Edward Island Tax Centre 275 Pope Road Summerside PE C1N 6A2
<ul style="list-style-type: none"> <li>• a <b>builder</b> 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.)</li> </ul>	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](https://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](https://canada.ca/gst-hst-pub).

**Certificate Of Completion**

Envelope Id: 761C32C28AE040FDB99F7520DA08D91B

Status: Completed

Subject: Complete with DocuSign: PST PH6 13 Amendment Primary Res Rev. Sept 29-22.pdf, PST PH6 13 HST R...

Source Envelope:

Document Pages: 11

Signatures: 20

Envelope Originator:

Certificate Pages: 5

Initials: 5

Lisa Ballard

AutoNav: Enabled

682 Danaca Private

Envelopeld Stamping: Enabled

Ottawa, ON K1K 2V7

Time Zone: (UTC-05:00) Eastern Time (US &amp; Canada)

lballard@valecraft.com

IP Address: 24.137.59.94

**Record Tracking**

Status: Original

Holder: Lisa Ballard

Location: DocuSign

10/7/2022 11:48:19 AM

lballard@valecraft.com

**Signer Events**

Nnamaka Micheal Mbiletem

mbiletem@yahoo.ca

Security Level: Email, Account Authentication  
(None)**Signature**DocuSigned by:  
  
8D869BB8F490405...Signature Adoption: Drawn on Device  
Using IP Address: 24.114.101.50  
Signed using mobile**Timestamp**

Sent: 10/7/2022 11:48:47 AM

Viewed: 10/8/2022 12:33:15 PM

Signed: 10/8/2022 12:34:24 PM

**Electronic Record and Signature Disclosure:**

Accepted: 10/8/2022 12:33:15 PM

ID: 6fd198cc-8b69-4f2c-bcf8-d2a3b5d60f07

Aishatu Kyerewaa Mbiletem

seid.ash2@gmail.com

Security Level: Email, Account Authentication  
(None)DocuSigned by:  
  
02EBDBA6521B4F2...Signature Adoption: Drawn on Device  
Using IP Address: 76.69.71.165  
Signed using mobile

Sent: 10/8/2022 12:34:28 PM

Resent: 10/11/2022 7:26:53 AM

Viewed: 10/11/2022 10:54:59 AM

Signed: 10/11/2022 10:55:58 AM

**Electronic Record and Signature Disclosure:**

Accepted: 10/11/2022 10:54:59 AM

ID: 3a0d24f2-cbdd-470d-99bb-94bc4411720d

Frank Nieuwkoop

frank@valecraft.com

Valecraft Homes

Security Level: Email, Account Authentication  
(None)DocuSigned by:  
  
A04F827301214EE...Signature Adoption: Pre-selected Style  
Using IP Address: 24.137.59.94

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Resent: 10/11/2022 2:05:34 PM

Viewed: 10/11/2022 2:05:57 PM

Signed: 10/11/2022 2:06:10 PM

**Electronic Record and Signature Disclosure:**

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**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Carbon Copy Events	Status	Timestamp
Alain Payer apayer@valecraft.com Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 10/11/2022 2:06:13 PM
Lisa Ballard lballard@valecraft.com Administrative Coordinator Valecraft Homes Ltd Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 10/11/2022 2:06:15 PM Resent: 10/11/2022 2:06:22 PM Viewed: 10/11/2022 2:06:30 PM
Adam Bowman - Place St. Thomas place-st-thomas@valecraft.com Sales Team Valecraft Home 2019 Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 10/11/2022 2:06:16 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/7/2022 11:48:47 AM
Certified Delivered	Security Checked	10/11/2022 2:05:57 PM
Signing Complete	Security Checked	10/11/2022 2:06:10 PM
Completed	Security Checked	10/11/2022 2:06:16 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Valecraft Homes (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact Valecraft Homes:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [frank@valecraft.com](mailto:frank@valecraft.com)

#### **To advise Valecraft Homes of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [frank@valecraft.com](mailto:frank@valecraft.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from Valecraft Homes**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [frank@valecraft.com](mailto:frank@valecraft.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with Valecraft Homes**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [frank@valecraft.com](mailto:frank@valecraft.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Valecraft Homes as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Valecraft Homes during the course of your relationship with Valecraft Homes.