

# NEW HOME ENROLLMENT FORM

Rev. 08/2022

**One form to be used for each unit to be enrolled.** This form will not be processed without payment. Receipt of this form and accompanying fee does not imply acceptance of enrollment by the Program. Program acceptance will be verified by the return of a copy of the enrollment form to the builder, bearing the Authorized Program Representatives signature and Assigned Enrollment Number. We reserve the right to amend the Total Due before accepting payment in the event of incorrect information. If paying by Visa/MC, we will send you a payment link via email upon receipt of this Enrollment.

Builder Member:  R#:  Level:

Street #/Rural Designation:  Unit:  Street Name:

City/Town:  Rural Municipality:  RTM/Modular #:   
(if Applicable)

Lot:  Block:  Plan:  Permit #:  Date Issued:   
Day / Month / Year

**Warranty Option:**  Standard 1 and 5 Warranty  Optional 1, 2 and 7 Warranty

**Type of Sale:**  Speculative  Presold - purchaser name(s)   Show home  Retained by Builder - Rental

| TENURE/TITLE  | TYPE OF CONSTRUCTION                          | FOUNDATION (house)                                  | FOUNDATION STRUCTURE                                | BELOW GRADE/BASEMENT  |
|---|---|---|---|---|
| <input type="checkbox"/> Freehold   | <input type="checkbox"/> Site Construction    | <input type="checkbox"/> Piles                      | <input type="checkbox"/> Concrete Poured in Place   | <input type="checkbox"/> Crawlspace   |
| <input type="checkbox"/> Condominium  | <input type="checkbox"/> Ready to Move (RTM)  | <input type="checkbox"/> Strip Footing              | <input type="checkbox"/> ICF                        | <input type="checkbox"/> Basement   |
| <b>ATTACHED GARAGE?</b>   | <input type="checkbox"/> Modular              | <input type="checkbox"/> Slab on Grade              | <input type="checkbox"/> Precast Walls              | <input type="checkbox"/> Basement with SWF  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                        | <b>UNIT SIZE (Sq Ft)</b> <input type="text"/> | <input type="checkbox"/> NONE - RTM only            | <input type="checkbox"/> Preserved Wood             | <input type="checkbox"/> Walkout Basement   |
|   |   |   | <input type="checkbox"/> N/A (slab on grade/RTM)    | <input type="checkbox"/> Home/Unit(s) below grade                                     |
|   |   |   |   | <input type="checkbox"/> N/A (slab on grade/RTM)                                      |
| <b>STRUCTURE TYPE</b> (refer to definitions on 2nd page)                        |   | <b>STRUCTURE DESIGN</b>                             | <b>DESIGN FEATURES</b>                              | <b>BASEMENT FINISHED?</b>   |
| <input type="checkbox"/> Single Family  |   | <input type="checkbox"/> Bungalow                   | <input type="checkbox"/> Geo-thermal                | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <input type="checkbox"/> SFD with Secondary Suite                               |   | <input type="checkbox"/> Bi-level                   | <input type="checkbox"/> Timber Frame               |   |
| <input type="checkbox"/> Semi-Detached (side-by-side)                           |   | <input type="checkbox"/> Split-level                | <input type="checkbox"/> VISIBLE/Accessible         | <b>EST. START DATE</b>  |
| <input type="checkbox"/> Duplex (2 stacked units)                               |   | <input type="checkbox"/> Cab-over                   | <input type="checkbox"/> Sprinkler                  | <input type="text"/>  |
| <input type="checkbox"/> Triplex (3 stacked units)                              |   | <input type="checkbox"/> 1 Storey                   | <input type="checkbox"/> Elevator                   | Day / Month / Year  |
| <input type="checkbox"/> Multiplex (4-plex etc.) # Units <input type="text"/>   |   | <input type="checkbox"/> 1 1/2 Storey               | <input type="checkbox"/> Net Zero/Ready             | <b>EST. COMPLETION DATE</b>   |
| <input type="checkbox"/> Row/Townhouse # Units <input type="text"/>             |   | <input type="checkbox"/> 2 Storey (above grade)     | <input type="checkbox"/> Other <input type="text"/> | <input type="text"/>  |
| <input type="checkbox"/> Multi-family (apt. style) # Units <input type="text"/> |   | <input type="checkbox"/> 3 Storey (above grade)     |   | Day / Month / Year  |
|   |   | <input type="checkbox"/> Other <input type="text"/> |   |   |

**SPECIAL NOTES ABOUT THIS HOME**

Estimated Selling Price of LAND: \$

Estimated Selling Price of UNIT: \$

TOTAL SELLING PRICE: \$

The Enrollment Fee is based on the UNIT price, Enrollment Level, and Warranty Option.

|  |                         |
|--|-------------------------|
| <b>Enrollment Fee</b>                                  | \$ <input type="text"/> |
| <b>5% GST</b>  | \$ <input type="text"/> |
| <b>Late Enrollment Fee</b><br>(If applicable add \$30) | \$ <input type="text"/> |
| <b>TOTAL DUE</b>                                       | \$ <input type="text"/> |

**PAYMENT METHOD**

CHEQUE  
Chq #:

VISA/MC

**BUILDER AUTHORIZED SIGNATURE:**

**DATE:**   
Day / Month / Year

Assigned Enrollment Number:

----- THIS AREA FOR OFFICE USE ONLY -----

GST Registration No. R103865879

Inspections Required?  YES  NO

Date Enrollment Accepted:  |  |   
Day Month Year

By:   
(Authorized Program Representative)

# ENROLLMENT FEE SCHEDULE

Effective January 1, 2019

Enrollment Fee is based on the **UNIT PRICE** (price of the residential dwelling excluding land).

If you are not sure what level you are, please contact the Program office.

| UNIT PRICE            | LEVEL 1 |         | LEVEL 2 |         | LEVEL 3 |         | LEVEL 4 |         |
|-----------------------|---------|---------|---------|---------|---------|---------|---------|---------|
|                       | 1 and 5 | 1, 2, 7 | 1 and 5 | 1, 2, 7 | 1 and 5 | 1, 2, 7 | 1 and 5 | 1, 2, 7 |
| Up to \$199,999       | \$400   | \$525   | \$450   | \$575   | \$500   | \$625   | \$550   | \$675   |
| \$200,000 - \$299,999 | \$425   | \$550   | \$475   | \$600   | \$525   | \$650   | \$575   | \$700   |
| \$300,000 - \$399,999 | \$450   | \$575   | \$500   | \$625   | \$550   | \$675   | \$600   | \$725   |
| \$400,000 - \$499,999 | \$475   | \$600   | \$525   | \$650   | \$575   | \$700   | \$625   | \$750   |
| \$500,000 - \$599,999 | \$500   | \$625   | \$550   | \$675   | \$600   | \$725   | \$650   | \$775   |
| \$600,000 and over    | \$525   | \$650   | \$575   | \$700   | \$625   | \$750   | \$675   | \$800   |

## LATE ENROLLMENT SURCHARGE

All residential units shall be enrolled with the Program upon the earlier of the date of issue of the building permit authorizing its construction, or the date of payment of a deposit by a purchaser, pursuant to Section 5(3) of the Agreement With Builder.

If the above is not enrolled within 61 days of either of the above dates, a **late enrollment surcharge of \$30.00** is payable (no GST is required). Refer to Section 5 (4) of the Agreement With Builder.

## ENROLLMENT ELIGIBILITY:

All homes constructed for sale per section 1 (2) of the Agreement by Builder must be enrolled. One enrollment should be submitted for each home. A 'home' means a building or part of a building which is capable of ownership separate from the ownership of the other part or parts of the building (regardless of whether it is a condominium or freehold title). For example, if a triplex has three units and each unit has its own entrance and utilities it is capable of separate ownership. If you are unsure about the enrollment eligibility of a home, contact the Program office to discuss.

The following homes are NOT eligible:

- Condominium units in a building containing: more than three storeys, underground parking or commercial use space
- Mobile homes
- Recreational homes/cottages, unless it will be used for more than 6 months of the year
- Additions/renovations to existing homes, including the rebuilding of a home on an existing foundation
- Detached secondary suites (accessory dwelling units)

## STRUCTURE TYPE:

**Single-family:** one dwelling unit. It stands alone, and sits on its own lot.

**Semi-detached:** a single-family home that is joined on one side to another home.

**Duplex:** a building containing two single-family homes, located one above the other.

**Triplex:** a building containing three single-family homes, located one above the other. (example: 1 below grade and 2 above grade).

**Row House (Townhouse):** several similar single-family homes, side-by-side, joined by common walls.

**Multiplex (4-plex, 8-plex, etc.):** a combination of a Duplex and Row House style combining 3 or more units. Each unit has its own entrance.

**Multi-family:** several units in one building with a common entrance. It is often referred to as "apartment-style".

**SFD with Secondary Suite:** A fully functional secondary living unit within a Single-Family dwelling (NOT the same as a duplex).