

1. You can print this form and fill it out by hand or complete it online before printing.
2. To fill out this form online, left click on a field and type in the information as you would like it to appear on the form.
3. Use the "tab" key to move to move between fields. If you want to go to a certain field, you simply left click on that field and type.
4. When the form has been completed please review the information carefully to be certain that contents is accurate. You cannot save the information you have typed into a PDF. Once you close the document, or advance to another webpage, you will loose the data. Note that each field has a limited amount of space and that some information, such as signatures, must be completed by hand after printing.
5. We recommend that you print three copies of the form (one each for the homeowner, for the Warranty Program and for your records).

Instructions to Builders Regarding Appointment of Designate for Pre-Delivery Inspection Form

Regulation 894 of the *Ontario New Home Warranties Plan Act* has recently been revised to incorporate the new Customer Service Standard rules.

For every home with a date of possession on or after October 1, 2003, section 1.11.1 of Regulation 894 requires vendors/builders (“builders”) to conduct a Pre-Delivery Inspection (PDI) of the home with either or both of the purchaser and the purchaser’s designate on or before the date of possession, without charging a fee.

If the purchaser(s) chooses to send a designate to the PDI in his/her place, the builder may wish to ask the purchaser(s) to provide written authorization indicating the identity of the designate, and that the purchaser has given the designate authority to:

- Attend the PDI on his/her behalf; and
- Sign and deliver on his/her behalf the Pre-Delivery Inspection (PDI) Form, the Certificate of Completion and Possession (CCP), and the Confirmation of Receipt of the Homeowner Information Package (if the purchaser has not already signed it).

Evidence of designate authorization should be requested by the builder in advance of the scheduled PDI.

Note: If the purchaser wishes to attend the PDI and sign documents on his/her own behalf, he/she may also bring a designate, but evidence of designate authorization will not be necessary.

Please note that the purchaser can revoke or replace the appointment of designate at any time prior to the PDI.

Appointment of Designate for Pre-Delivery Inspection

This form may be filled out by a purchaser indicated on an Agreement of Purchase and Sale, or an owner of land in a construction contract.

By completing and signing this form, a purchaser is indicating that they intend to send a designate, in their place, to the pre-delivery inspection (PDI) of their home. This form authorizes the designate to sign and deliver certain documents on the purchaser's behalf.

The completed authorization form should be provided to the vendor/builder at the PDI or in advance. Note: Purchasers who wish to attend the PDI and sign documents on their own behalf may also bring a designate and, evidence of designate authorization will not be necessary.

To: _____
Builder's Name

I/we will *not* personally attend the Pre-Delivery Inspection (PDI). I/we appoint the designate named below to attend the PDI and authorize that designate to sign the following forms on my/our behalf:

1. Pre-Delivery Inspection (PDI) Form
2. Certificate of Completion and Possession (CCP)
3. Confirmation of Receipt of the *Homeowner Information Package*,
if I/we have not already signed it.

Name of Purchaser

Name of Purchaser

Signature of Purchaser

Signature of Purchaser

Date

Date

Home Address or Legal Description

Name of Designate

Daytime phone number for Designate