

Contact Information

Toll-Free Telephone:
1-877-9TARION
(1-877-982-7466)

Website:
www.tarion.com

E-mail:
info@tarion.com

CUSTOMER CENTRE

5150 Yonge Street, Concourse Level
TORONTO, ON M2N 6L8

EASTERN OFFICE

1145 Hunt Club Road, Ground Floor
OTTAWA, ON K1Y 0Y3

WESTERN OFFICE

140 Fullarton Street, Ground Floor
LONDON, ON N6A 5P2



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A NEW HOMEOWNER'S GUIDE



Getting Ready for the Pre-Delivery Inspection



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As a new home buyer, you've watched your new home take shape, from groundbreaking to the final touches, and at every point along the way. You've waited patiently for months and now your date of possession is only weeks away. It's an exciting and hectic time, but there's still one major thing left to do – complete a Pre-Delivery Inspection (PDI) with your builder.

This guide has been created to help you understand the PDI process and the roles that you and your builder play.

As you read through this guide, keep in mind that every new home and condominium in Ontario comes with warranty coverage for seven years. This warranty is provided by your builder and backed by Tarion Warranty Corporation ("Tarion") or by Tarion™ directly to a maximum of \$300,000.



Please note, the information contained in this document applies only to new freehold homes and condominium units with a date of possession on or after July 1, 2006. Please refer to your Certificate of Completion and Possession for your home's date of possession.

Getting Started

The Pre-Delivery Inspection

The Pre-Delivery Inspection (“PDI”) takes place when your new home is ready for occupancy, making it the first opportunity to view your completed home and assess its condition before you take possession. During the PDI, you and/or an individual you select to attend (your designate) will be given the opportunity to examine the interior and exterior of the home with your builder or your builder’s representative present. The objective of this inspection is to make a written record of all items that are incomplete, damaged, missing, inaccessible or not operating properly.

It is the builder’s responsibility to explain how the various systems in your home work – including the heating, electrical, plumbing and air conditioning – thus making the PDI a good opportunity for your builder to go through them with you. It is very important that you understand how to operate your home’s systems because not using them properly could affect your warranty coverage.

Due to the importance of the PDI, we suggest that you choose a different time to show your new home to family and friends. Your focus during the inspection should be on observing the home itself and listening to the instructions provided by your builder.



Using a Designate at the PDI

You can have someone accompany you to the PDI or send a designate to attend on your behalf. There is no restriction as to whom you may choose to be your designate. However, if you intend to send a designate to the PDI in your place, your builder may require you to notify them in advance and provide written authorization from you that this person may sign (on your behalf) the *PDI Form*, the CCP, and/or the Confirmation of Receipt of the *Homeowner Information Package Form*. Check your purchase agreement to see if such notification is required.

The PDI Form and Certificate of Completion and Possession

During the PDI, your builder will provide a *PDI Form* on which any items that need attention must be recorded. It is important to note that the *PDI Form* serves as the official record of the condition of your home before you move in. After all the items are recorded on the *PDI Form*, you or your designate will review and sign it to confirm that the listed items are complete and accurate.

You will also be asked to review and sign a Certificate of Completion and Possession (“CCP”). This document states your home’s enrolment number with Tarion and the date of possession, which is also the start date of your statutory warranty. Your builder will give you copies of the completed *PDI Form* and CCP for your records and forward copies to us.

Shingles

- Check that shingles lie flat with no corners lifting. They should extend over the roof edge not less than 12 mm so that water is directed to the eavestroughs.

Garage

- Check that the walls and ceiling of the attached garage, that are common with the interior of the home, are sealed to prevent the passage of gas fumes from the garage to the interior. Although there are different ways to accomplish this, builders will typically cover any common walls and ceilings with gypsum board and seal the joints.



Tarion Warranty Corporation

Tarion (formerly The Ontario New Home Warranty Program) is a private corporation established in 1976 to protect the warranty rights of homeowners by ensuring that builders comply with the *Ontario New Home Warranties Plan Act*.

Financed entirely by builder registration and renewal fees and home enrolment fees, Tarion receives no government funding. Since inception, we have guaranteed warranty protection for over 1.45 million new homes throughout the province, and have paid out over \$200 million in claims to consumers.

What Should I look for During the PDI?

During the PDI, you should identify any damaged, incomplete, or missing items, as well as anything that is not operating properly or cannot be assessed because it is obscured from view or inaccessible. All such items should be included on the *PDI Form*.

Be sure to examine both the interior and exterior of the home. While inside, look for things like chips in the porcelain or scratches on countertops, damage to floors or walls, and doors and windows that are not secure or do not open and close easily. When you go outside, check things like the quality of brickwork and siding, whether window screens have been installed, and the appearance of the driveway and landscaping.

You should also note on the *PDI Form* any unauthorized “substitutions” of items to be selected under or referred to in your purchase agreement. You may want to bring a copy of your purchase agreement with you to the PDI for reference. A detailed checklist of interior and exterior items is provided in this brochure.

The PDI for Common Elements

(Applies to Condominiums Only)

Condominium Common Elements are not included in the PDI of your unit. The condominium Board of Directors may complete a separate PDI with the builder for all of the common elements. If you see any damage or defects in the common elements, you should notify the Board of Directors so that they can decide whether to record them in a common elements PDI or to take action under the common elements warranty.



What are Substitutions?

If your purchase agreement gave you the right to select certain items of construction or finishing, such as colours and styles, these usually cannot be substituted without your written consent. In addition, if your purchase agreement states that your new home will include particular items (such as a certain model of appliance, or a specific brand of window) but does not give you the right to make a selection, then such items can only be substituted with items of equal or greater quality.

If you think that an unauthorized substitution has occurred, it should be noted in the *PDI Form*. If you are unsure about your rights regarding unauthorized substitutions, you may wish to seek the advice of a lawyer.

What Happens to the PDI Form?

Once the *PDI Form* has been completed and signed, your builder will give you a copy for your records. Your builder will also submit the original to us within 15 days after your home's date of possession.

IMPORTANT

The *PDI Form* is not the same as a Statutory Warranty Form, such as the *30-Day Form*.

It is simply a formal record of your new home's condition before you moved in and it will be used by Tarion as a reference for assessing future statutory warranty claims. You must use a Statutory Warranty Form to initiate the statutory warranty process. So, if you find that any of the items listed on the *PDI Form* have not been repaired or otherwise resolved, you should list them on the *30-Day Form*.

You can also call Tarion at 1-877-9TARION (1-877-982-7466) or visit our website at www.tarion.com if you have any questions about warranty coverage or about how to submit a request for warranty service.

THE PDI CHECKLIST

Use this checklist to help you through your PDI.

Your home's systems

Your home includes the heating, ventilation, electrical and plumbing systems. Your builder should provide you with any operating manuals that relate to your home's systems. Learning from your builder how these systems operate is one of the key benefits of the Pre-Delivery Inspection. The information that follows will assist you in talking to your builder about these systems.

Heating

- Check the furnace and hot water heater.
- Ask about the capacity, shut-off mechanisms and the type of filtering systems installed.
- Review the operation of your heating system.
- Locate the furnace filters and ask about their care and maintenance.
- Ensure that heat registers are not located below a thermostat.
- Check the location and number of cold air returns and make sure they are unobstructed.
- Learn the location of any fuel lines (gas, propane or oil) and understand how to operate any shut-off devices on these lines.

Mechanical ventilation

- Locate the switches for ventilation and circulation fans (normally placed near the thermostat).
- Locate supplemental fans and switches in each bathroom and in the kitchen and ensure they are operating. Make sure you understand how to achieve proper ventilation in order to avoid condensation problems which may not be covered under the warranty.
- Refer to the *Homeowner Information Package* for important information on controlling moisture in your home.

Electrical system

- Locate the main electrical panel and review the function of each circuit breaker and fuse.
- Your new home must be equipped with ground fault and arc fault circuit interrupters (GFCI and AFCI). GFCIs protect bathroom and exterior receptacle circuits, while AFCIs protect bedroom receptacle circuits. Ask your builder how to test these devices.



Plumbing system

- Locate the shut-off valves for the main water supply and the location of other shut-off valves throughout your home. It is your responsibility to shut off the water supply to all exterior hose bibs to protect them from freezing in winter weather.

Septic system (if applicable)

- If your home has a septic system, ask your builder to provide you with information on its use and maintenance.

Inspecting the interior

Plumbing fixtures

- Check for chips in bathtubs, toilets and sinks.
- Ensure that all faucets work properly.
- Check that cabinets are securely fixed to the wall.
- Examine caulking around tub and shower enclosures and at countertop backsplashes.

Basement

- Check for signs of water penetration in the basement walls.
- Ensure that the basement floor slopes toward the floor drain.
- See that floor joists are made from sound lumber. Joists spanning more than 2.1 metres should have bridging and/or strapping installed unless an engineered flooring system has been used.
- Check for insulation and vapour barrier in the joist spaces.

Doors

- See that doors are well-fitted and operate as intended.
- Check that locks are well-installed and do not rattle when the door is closed.
- Check that the exterior doors have been sealed with weatherstripping.

Windows

- Operate windows to ensure they open and close properly.
- Make sure there are no cracked panes and that all appropriate screens are in place.





Kitchen

- Check for damage to countertops, cupboard doors, sinks and appliances.
- Ensure that cabinet doors are properly aligned.
- Check spaces for standard appliances unless specific measurements were given to your builder. The space allotted for your appliances should be correct.
- Test the range hood fan and light.
- Make sure there are electrical outlets above the counter.

Interior finishes

- Inspect the wall finishes for uneven paint coverage.
- Check handrails on stairs to ensure they are securely fastened and smooth to the touch with no rough edges, chips or gouges.

Closets

- Make sure that doors are secure and that they open and close easily.

Floors

- Walk across all floors. You should hear only a minimum of squeaks and notice a minimum of spring when walking on the floor. Due to the nature of wood, a wood floor system will have a certain amount of unevenness.
- See that floor coverings have a relatively flat surface.
- Examine seams in carpets and vinyl to ensure they are tight.
- Inspect ceramic tiles for surface cracks. Joints between ceramic tiles should be well-filled with grout.
- Inspect flooring for damage.
- Examine carpeting for stains or shade variations.

Upgrades and options

- Make sure that all pre-selected upgrades and options have been installed.

Inspecting the exterior

The completion of your new home includes final grading, landscaping (laying sod, etc.), and the installation of driveways, patios and walkways.

Grading

- The grounds should be graded with a gentle slope away from the house to direct rain and melted snow toward the municipal drainage system. The grading is approved by the municipality and cannot be altered by the homeowner. Questions with respect to grading should be directed to the municipality or your builder.

Swales

- Some lots require shallow runoff trenches (swales) to help collect and drain water. Ensure that they are even and of a uniform slope.

Sod

- For a variety of reasons, it is possible that sod may not be laid at the time you take occupancy of your new home. Time of year may be a factor, or local municipalities may delay this process to ensure certain subdivision requirements have been met. You should, however, make note of these items on your *PDI Form*. Once installed, you are required to maintain the sod.
- Ask the builder about proper care and maintenance.

Caulking

- Make sure all windows and doors are caulked around their frames where the frame meets the walls of the house.

Exterior trim

- Check that trim is securely fixed.

Brickwork

- Make sure that vertical and horizontal mortar joints between the bricks are completely filled.
- Check that weep holes at the bottom of the brick and above windows and doors are unobstructed. Weep holes are designed to allow moisture to escape from the brick wall.

Roof ventilation

- Make sure that there are sufficient air vents for adequate, unobstructed roof ventilation.