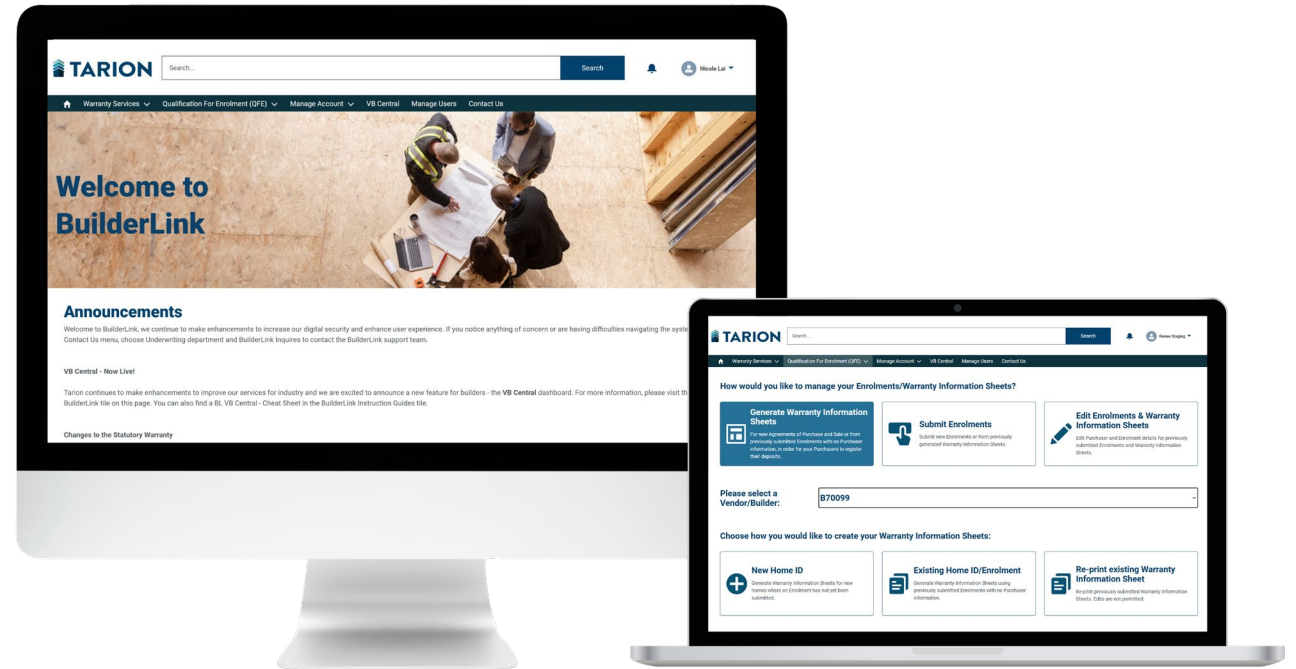




SUPPORTING YOUR NEW HOME WARRANTY

Manage Enrolments/Warranty Information Sheets

2025



Summary

Following consultations in 2024, Tarion is taking action to strengthen protections for new home buyers in the purchase process and fight illegal activity.

In combination with the new requirement for freehold home purchasers to provide notice of their purchase to Tarion within 45 days of entering into an agreement of purchase and sale with a vendor/builder, Tarion is introducing **a new Warranty Information Sheet with a unique HomeID and registration code.**

Tarion has updated BuilderLink to accommodate these changes, including creating a landing page in BuilderLink with options to create the new Warranty Information Sheets, submit enrolments, and edit purchaser and enrolment information.

To generate a Warranty Information Sheet, a builder must have prior approval from Tarion through the Qualification for Enrolment (QFE) process. The generation of the Warranty Information Sheet through BuilderLink will provide a unique Home ID and registration code which will become the enrolment number once you are ready to begin construction and have Enrolment Confirmation.

By making this change, Tarion will be better able to identify illegal vendor/builder activity and act to stop it in partnership with the Home Construction Regulatory Authority (HCRA), preventing cases of large scale illegal new home sales like we have seen in the last two years.

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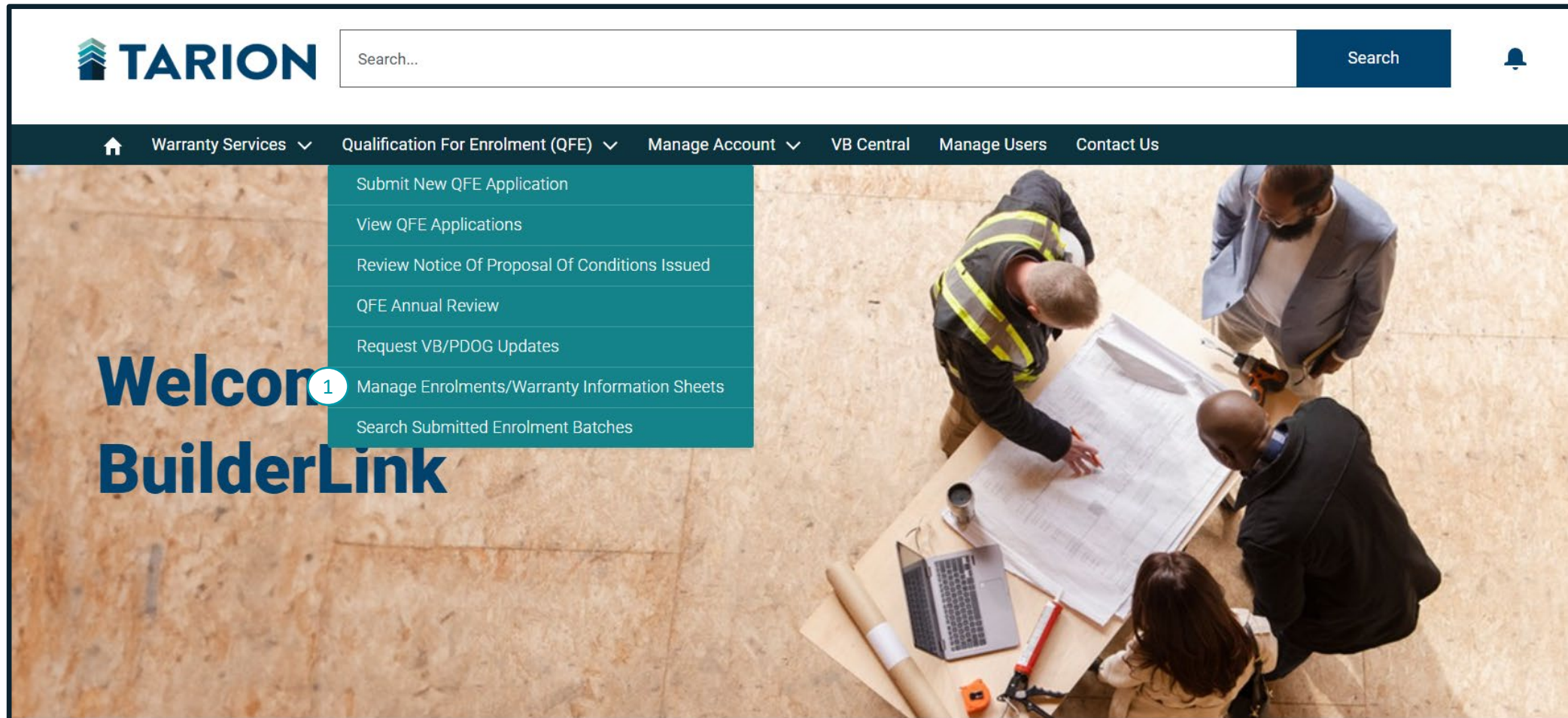
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Accessing Manage Enrolments/Warranty Information Sheets

1. Access the new [Manage Enrolments/Warranty Information Sheets](#) from the [Qualification For Enrolment \(QFE\)](#) drop down menu in BuilderLink (Qualification for Enrolment (QFE) permissions are required)

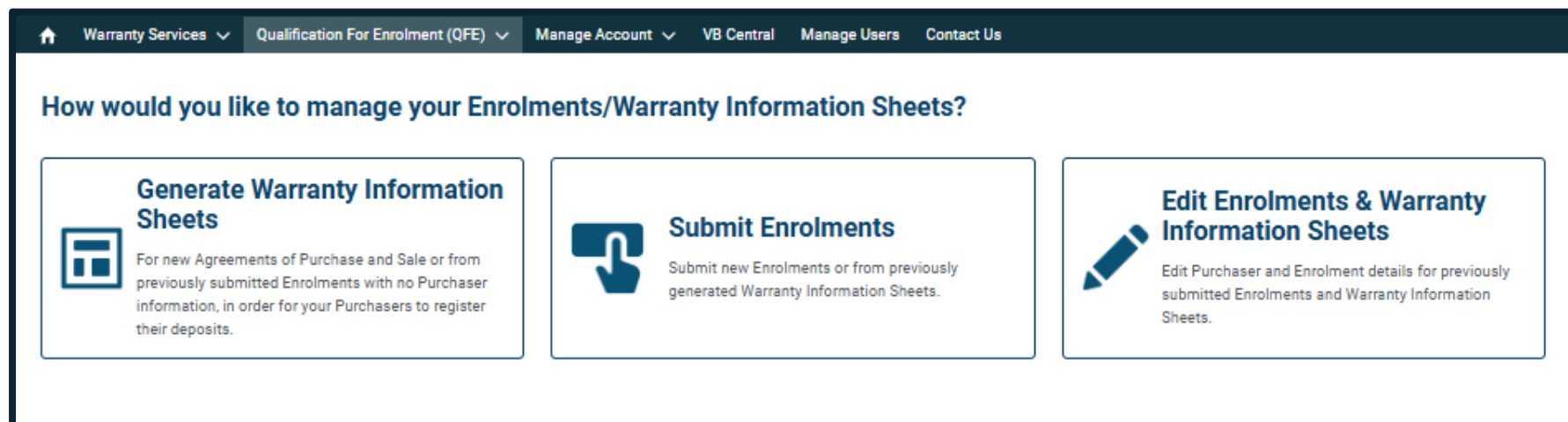


The screenshot displays the TARION BuilderLink web application interface. At the top, there is a header bar with the TARION logo on the left, a search bar in the center, and a search button on the right. Below the header is a navigation bar with several menu items: Home, Warranty Services, Qualification For Enrolment (QFE), Manage Account, VB Central, Manage Users, and Contact Us. The 'Qualification For Enrolment (QFE)' menu is expanded, showing a list of options: Submit New QFE Application, View QFE Applications, Review Notice Of Proposal Of Conditions Issued, QFE Annual Review, Request VB/PDOG Updates, **1 Manage Enrolments/Warranty Information Sheets**, and Search Submitted Enrolment Batches. The '1' is a red circle with the number 1 inside, highlighting the selected option. The background of the page features a large image of four people (three men and one woman) gathered around a table, looking at a large set of blueprints or documents. A laptop and a roll of paper are also visible on the table.

Manage Enrolments/Warranty Information Sheets Landing Page

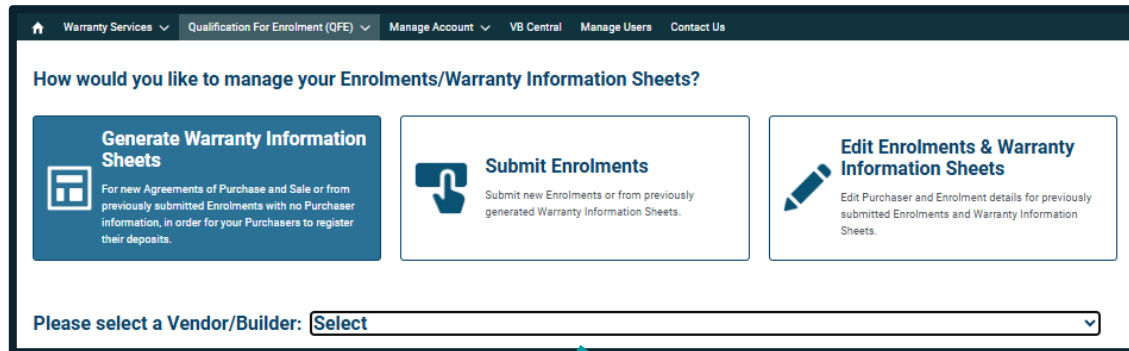
On the [Manage Enrolments/Warranty Information Sheets](#) landing page you will find three options:

- [Generate Warranty Information Sheets](#), here you can generate new Warranty Information Sheets from new sales or for a previous enrolment that has no purchaser information
- [Submit Enrolments](#), here you can submit enrolments from previously generated Warranty Information Sheets or net new enrolments
- [Edit Enrolments & Warranty Information Sheets](#), here you can edit enrolment details previously submitted or edit purchaser information that has changed




Generate Warranty Information Sheets | Select Vendor/Builder

1. To generate Warranty Information Sheets, you will first need to select the Vendor/Builder
2. Once you select your Vendor/Builder, you will have 3 options, New Home ID; Existing HomeID/Enrolments or Re-print existing Warranty Information Sheets




How would you like to manage your Enrolments/Warranty Information Sheets?




Generate Warranty Information Sheets

For new Agreements of Purchase and Sale or from previously submitted Enrolments with no Purchaser information, in order for your Purchasers to register their deposits.



Submit Enrolments

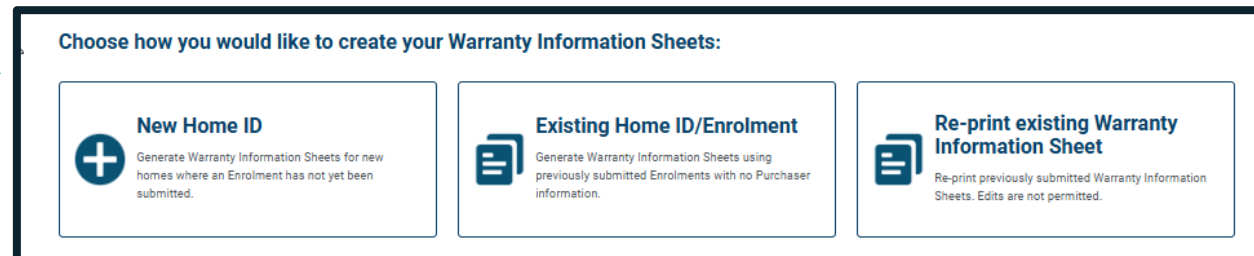
Submit new Enrolments or from previously generated Warranty Information Sheets.




Edit Enrolments & Warranty Information Sheets

Edit Purchaser and Enrolment details for previously submitted Enrolments and Warranty Information Sheets.

Please select a Vendor/Builder: Select




Choose how you would like to create your Warranty Information Sheets:




New Home ID

Generate Warranty Information Sheets for new homes where an Enrolment has not yet been submitted.



Existing Home ID/Enrolment

Generate Warranty Information Sheets using previously submitted Enrolments with no Purchaser information.



Re-print existing Warranty Information Sheet


Re-print previously submitted Warranty Information Sheets. Edits are not permitted.


Generate Warranty Information Sheets | New Home ID Freehold


Select the **New Home ID** button to generate a Warranty Information Sheet for a new home sale where an Enrolment has not yet been submitted

1. Select **Freehold** from the drop down **Please select a Home Category**. Note: only Terms & Condition IDs where you have remaining limits will be displayed
2. You will be presented with your Terms and Condition, select the **Terms and Conditions ID** by clicking the checkbox to the left of the ID number
3. If you are a Vendor only, or a vendor with a separate builder for the project, you will be asked for the Builder information. You can only select a Builder that is associated to your registration. Note: if you have no builder associated, you will need to contact Underwriting to provide this information

Choose how you would like to create your Warranty Information Sheets:


New Home ID
 Generate Warranty Information Sheets for new homes where an Enrolment has not yet been submitted.


Existing Home ID/Enrolment
 Generate Warranty Information Sheets using previously submitted Enrolments with no Purchaser information.


Re-print existing Warranty Information Sheet
 Re-print previously submitted Warranty Information Sheets. Edits are not permitted.

Select the Terms & Conditions ID to create the Warranty Information Sheets:

Please select a Home Category: **Select** ▼

You will only be able to select from Terms & Condition ID records for which you have a remaining unit allowance.

Select the Terms & Conditions ID to create the Warranty Information Sheets:

Please select a Home Category: **Freehold** ▼ 1

You will only be able to select from Terms & Condition ID records for which you have a remaining unit allowance.

Terms and Condition ID	Application ID ↓	Total Units Approved	Total Units Used	Total Units Remaining	QFE/Enrolment Security Requirements	Blanket Security
2 <input checked="" type="checkbox"/> TC-45548	6	50	0	50		\$0.00

Select the Terms & Conditions ID to create the Warranty Information Sheets:

Please select a Home Category: **Freehold** ▼

You will only be able to select from Terms & Condition ID records for which you have a remaining unit allowance.

Terms and Condition ID	Application ID ↓	Total Units Approved	Total Units Used	Total Units Remaining	QFE/Enrolment Security Requirements	Blanket Security
<input checked="" type="checkbox"/> TC-45548	6	50	0	50		\$0.00

3 Please select the builder: **Select** ▼

Generate Warranty Information Sheets | New Home ID Freehold

1. Enter the number of Warranty Information Sheets you wish to generate
2. You will see a message displayed: **Reminder: You are required to provide purchaser information for your Warranty Information Sheets within 30 days of entering into your Agreement of Purchase and Sale**
3. You will be asked **Would you like to provide purchaser and/or address details now?** With **Yes** and **No** options
4. If you are providing Purchaser information, select **Yes** and choose if you would like to **Submit within BuilderLink** or **Submit through template**. Note: if generating more than 20 Warranty Information Sheets you will only be able to do so using the template option
5. If you are not providing Purchaser information, click the **Submit** button

Below indicates how many total approved units you have remaining based on your selected Terms and Conditions ID excluding any Freehold Contract

Total Units Remaining - FH APS

How many Warranty Information Sheets would you like to generate?

* Freehold APS ①

② **Reminder: You are required to provide purchaser information for your Warranty Information Sheets within 30 days of entering into your Agreement of Purchase and Sale.**

Would you like to provide purchaser and/or address details now? ③

④ **Would you like to provide this now?**

Choose how you would like to provide Warranty Information Sheet data:

If you select more than 20 units, you will need to upload your Warranty Information Sheet data via template.

←

Would you like to provide this now?


⑤


Generate Warranty Information Sheets | New Home ID Condo


Select **New Home ID** button to generate a Warranty Information Sheet for a new home sale where an Enrolment has not yet been submitted

1. Select the **Condo Type** from the drop down **Please select a Home Category**. Note: only Terms & Condition IDs where you have remaining limits will be displayed
2. You will be presented with your Terms and Condition, select the **Terms and Conditions ID** by clicking the checkbox to the left of the ID number
3. Select the associated common element enrolment number from the **Please select the corresponding Common Element Enrolment Number** drop down for the Warranty Information Sheets you wish to generate

Choose how you would like to create your Warranty Information Sheets:


New Home ID
 Generate Warranty Information Sheets for new homes where an Enrolment has not yet been submitted.


Existing Home ID/Enrolment
 Generate Warranty Information Sheets using previously submitted Enrolments with no Purchaser information.


Re-print existing Warranty Information Sheet
 Re-print previously submitted Warranty Information Sheets. Edits are not permitted.

Select the Terms & Conditions ID to create the Warranty Information Sheets:

Please select a Home Category: **Condo Type A** 1

You will only be able to select from Terms & Condition ID records for which you have a remaining unit allowance.

Select the Terms & Conditions ID to create the Warranty Information Sheets:

Please select a Home Category: **Condo Type A**

You will only be able to select from Terms & Condition ID records for which you have a remaining unit allowance.

Terms and Condition ID	Application ID ↓	Total Units Approved	Total Units Used	Total Units Remaining	QFE/Enrolment Security Requirements	Blanket Security
<input checked="" type="radio"/> TC-47733	7	100	0	100	\$5,000.00	
<input type="radio"/> TC-45550	6	106	8	98	\$0.00	

2

Please select the corresponding Common Element Enrolment Number: **Select** 3

You will only be able to select Common Element Enrolment Numbers which have remaining units to enrol.

Generate Warranty Information Sheets | New Home ID Condo

1. Enter the number of Warranty Information Sheets you wish to generate
2. You will see a message displayed: **Reminder: You are required to provide purchaser information for your Warranty Information Sheets within 30 days of entering into your Agreement of Purchase and Sale**
3. You will be asked **Would you like to provide purchaser and/or address details now?** With **Yes** and **No** options
4. If you are providing Purchaser information, select **Yes** and choose if you would like to **Submit within BuilderLink** or **Submit through template**. Note: if generating more than 20 Warranty Information Sheets you will only be able to do so using the template option
5. If you are not providing Purchaser information, click the **Submit** button

Below indicates how many total approved units you have remaining based on your selected Terms and Conditions ID excluding any Freehold Contract

Total Units Remaining - FH APS

How many Warranty Information Sheets would you like to generate?

* Freehold APS ①

②

Reminder: You are required to provide purchaser information for your Warranty Information Sheets within 30 days of entering into your Agreement of Purchase and Sale.

Would you like to provide purchaser and/or address details now? ③

Would you like to provide this now? ④

Choose how you would like to provide Warranty Information Sheet data:

If you select more than 20 units, you will need to upload your Warranty Information Sheet data via template.

⑤

Would you like to provide this now?

Generate Warranty Information Sheets | New Home ID with Purchaser Information

- If you are providing Purchaser information, after selecting [Yes](#) and have chosen to [Submit within BuilderLink](#) you will enter the purchaser information as well as the details of the home
 - The page will populate with the number of rows you indicated you wished to submit. You will not be able to add additional lines; you can select [Back to Homepage](#) button if you need to add additional rows
 - After entering all mandatory information, select the [Submit](#) button. You will be directed to a confirmation page which will display the information entered and the Home ID created
1. Select the [Download Warranty Information Sheet\(s\)](#) button to download and print. Note: if you have submitted multiple, you will receive one zip file containing all Warranty Information Sheets

Create Warranty Information Sheets

Vendor/Builder: B38566-Minto Communities Inc.

Please fill in the details in the table below, including all mandatory fields marked with an asterisk (*)

PURCHASER FIRST NAME	PURCHASER LAST NAME	PURCHASER EMAIL	STREET NUMBER	STREET NAME	CITY*	MUNICIPALITY	POSTAL CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Search City"/>	<input type="text" value="Search Munic"/>	<input type="text"/>

Warranty Information Sheet generation successful

Your request has been processed

Please click the 'Download Warranty Information Sheet(s)' button to download your New Warranty Information Sheet(s).

1 [Download Warranty Information Sheet\(s\)](#)

Date & Time of Submission: 2025-03-06, 09:35 a.m.
Vendor: B38566 - Minto Communities Inc.

Summary

H3664347

Batch #: BP324326

Street Number: 1

Street Name: Testing Road

City: TORONTO

Municipality: TORONTO, CITY

Postal Code:

Lot:

Block:

Plan:

Concession:

Home Type: Detached

Ownership Type: Freehold APS

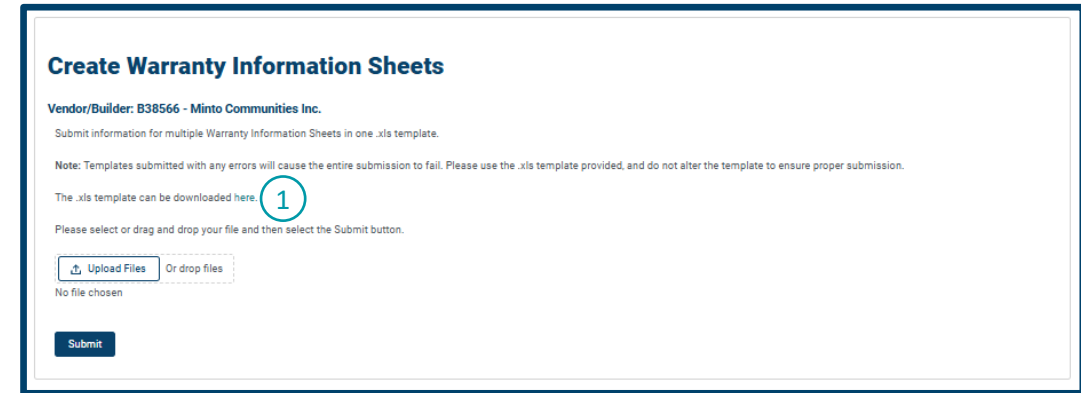
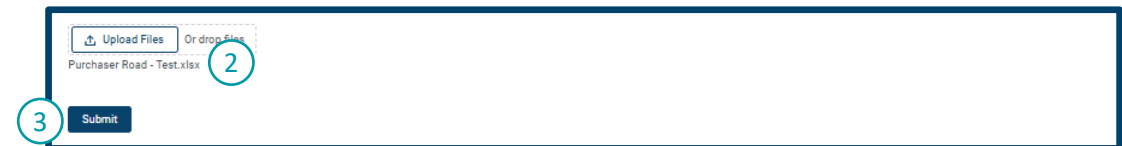
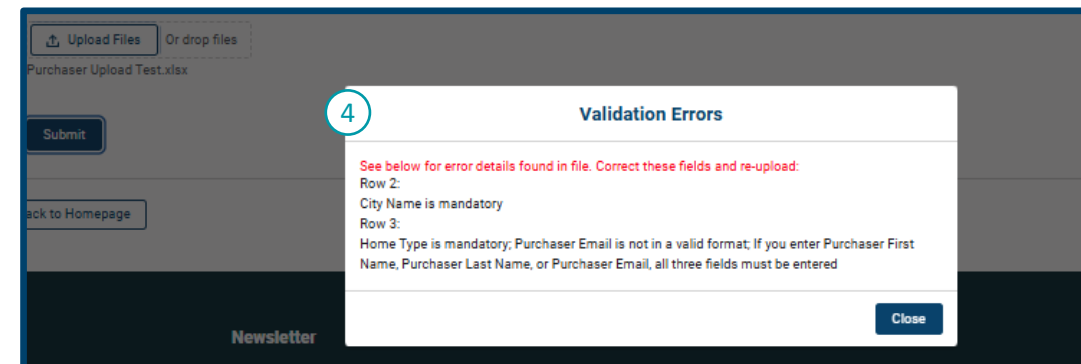
Estimated Selling Price:

Purchaser Name: Purchaser One

Purchaser Email: testhomeowner@test.com

Generate Warranty Information Sheets | New Home ID with Purchaser Information

1. If you are providing Purchaser information, after selecting [Yes](#) and have chosen to [Submit through template](#) you will be directed to a page where you can download the template
 - The template will pre-populate the Vendor Number and Ownership Type columns for the number of rows you indicated you wish to submit. You will not be able to add additional lines; you can select [Back to Homepage](#) button if you need to add additional rows
 - After entering all mandatory information in the template, save it in .xlsx format on your computer
2. Select the [Upload Files](#) button or drag and drop your file onto the buttons to upload. You will see the file name appear below the buttons
3. click the [Submit](#) button to upload
4. Should the file contain missing information or errors, you will receive a pop up advising which rows need to be resolved. If there are no errors, you will be directed to the confirmation page to download the Warranty Information Sheets

Generate Warranty Information Sheets | Existing Home ID/Enrolment

- Select **Existing Home ID/Enrolment** button to generate a Warranty Information Sheet from an existing Home ID/Enrolment previously submitted
1. Select the construction type from the drop down **Please select a Construction Type**. Note: only construction types where you have existing Home ID/Enrolments will be displayed
 2. A table displaying all Home ID/Enrolments will be presented

How would you like to manage your Enrolments/Warranty Information Sheets?

Generate Warranty Information Sheets

For new Agreements of Purchase and Sale or from previously submitted Enrolments with no Purchaser information, in order for your Purchasers to register their deposits.

Submit Enrolments

Submit new Enrolments or from previously generated Warranty Information Sheets.

Edit Enrolments & Warranty Information Sheets

Edit Purchaser and Enrolment details for previously submitted Enrolments and Warranty Information Sheets.

Please select a Vendor/Builder: B4713 - Mattamy (Monarch) Limited

Choose how you would like to create your Warranty Information Sheets:

New Home ID

Generate Warranty Information Sheets for new homes where an Enrolment has not yet been submitted.

Existing Home ID/Enrolment

Generate Warranty Information Sheets using previously submitted Enrolments with no Purchaser information.

Re-print existing Warranty Information Sheet

Re-print previously submitted Warranty Information Sheets. Edits are not permitted.

Select the Enrolments to create the Warranty Information Sheets:

Please select a Construction Type: Select

Select

Freehold

Condo

Enrolment Number	Terms & Conditions ID	Batch Number	Civic Address	Legal Address	Enrolment Status	Ownership Type	Home Type
<input type="checkbox"/> H3664199	TC-29548	BP324242	90, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Apartments
<input type="checkbox"/> H3664197	TC-29548	BP324242	1, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Apartments
<input type="checkbox"/> H3664195	TC-29548	BP324242	3, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Apartments
<input type="checkbox"/> H3664194	TC-29548	BP324242	10 Main Street, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Detached

Generate Warranty Information Sheets | Search & Filter

- The **Search & Filter** button will allow you to limit the amount of data in the table. Add criteria to narrow down your search results
- When search and filters are applied a green checkmark will appear, the table will change to display the results as filtered
- You can apply more than one filter at a time
- To remove search and filter select the **Clear** button

Search & Filter

<input type="checkbox"/>	Enrolment Number ↓	Terms & Conditions ID	Batch Number	Civic Address	Legal Address	Enrolment Status	Ownership Type	Home Type
<input type="checkbox"/>	H3664199	TC-29548	BP324242	90, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Apartments
<input type="checkbox"/>	H3664197	TC-29548	BP324242	1, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Apartments
<input type="checkbox"/>	H3664195	TC-29548	BP324242	3, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Apartments
<input type="checkbox"/>	H3664194	TC-29548	BP324242	10 Main Street, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Detached

Search & Filter

Filter

Enrolment

Enrolment Number

Batch Number

Terms & Conditions ID

Address

Civic Address

Lot Number

Plan Number

Block Number

Clear

Apply

Generate Warranty Information Sheets | Existing Home ID/Enrolment

1. From the table, select the Home ID you wish to generate the Warranty Information Sheet for by selecting the checkbox to the left of the Home ID/Enrolment
2. You will see a message displayed: **Reminder: You are required to provide purchaser information for your Warranty Information Sheets within 30 days of entering into your Agreement of Purchase and Sale**
3. You will be asked **Would you like to provide purchaser and/or address details now?** With **Yes** and **No** options
4. If you are providing Purchaser information, select **Yes** and choose if you would like to **Submit within BuilderLink** or **Submit through template**.
Note: if generating more than 20 Warranty Information Sheets you will only be able to do so using the template option

Select the Enrolments to create the Warranty Information Sheets:

Please select a Construction Type: Freehold

Search & Filter

	Enrolment Number	Terms & Conditions ID	Batch Number	Civic Address	Legal Address	Enrolment Status	Ownership Type	Home Type
1	<input checked="" type="checkbox"/> H3664199	TC-29548	BP324242	90, TORONTO, ON.	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Apartments
	<input type="checkbox"/> H3664197	TC-29548	BP324242	1, TORONTO, ON.	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Apartments
	<input type="checkbox"/> H3664195	TC-29548	BP324242	3, TORONTO, ON.	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Apartments

2 You are required to provide purchaser information for your Warranty Information Sheets within 30 days of entering into your Agreement of Purchase and Sale.

Would you like to provide this now? Yes No 3

Choose how you would like to provide Warranty Information Sheet data:
If you select more than 20 units, you will need to upload your Warranty Information Sheet data via template.

4 Submit within BuilderLink Submit through template

Generate Warranty Information Sheets | Existing Home ID/Enrolment

- If you are providing Purchaser information, after selecting **Yes** and have chosen to **Submit within BuilderLink** you will be directed to a page to enter the information
 - The page will populate with the number of enrolments you indicated you wished to provide purchaser information for
 - After entering all mandatory purchaser information and home details (if applicable), select the **Submit** button. You will be directed to a confirmation page that will display the information entered and the Home ID.
1. Select the **Download Warranty Information Sheet(s)** button to download and print. Note: if you have submitted multiple, you will receive one zip file containing all Warranty Information Sheets.

Create Warranty Information Sheets

Vendor/Builder: B70001-Test VB1

Please fill in the details in the table below, including all mandatory fields marked with an asterisk (*)

ENROLMENT NUMBER	PURCHASER FIRST NAME	PURCHASER LAST NAME	PURCHASER EMAIL	STREET NUMBER	STREET NAME	CITY*	MUNICIPALITY
H3645429				32140	Mass Enrolment Te	TORONTO	TORONTO, C

Submit

Warranty Information Sheet generation successful

Your request has been processed

Please click the 'Download Warranty Information Sheet(s)' button to download your New Warranty Information Sheet(s).

Print Download Warranty Information Sheet(s) 1

Date & Time of Submission: 2025-04-14, 09:45 a.m.

Batch #: BP322240

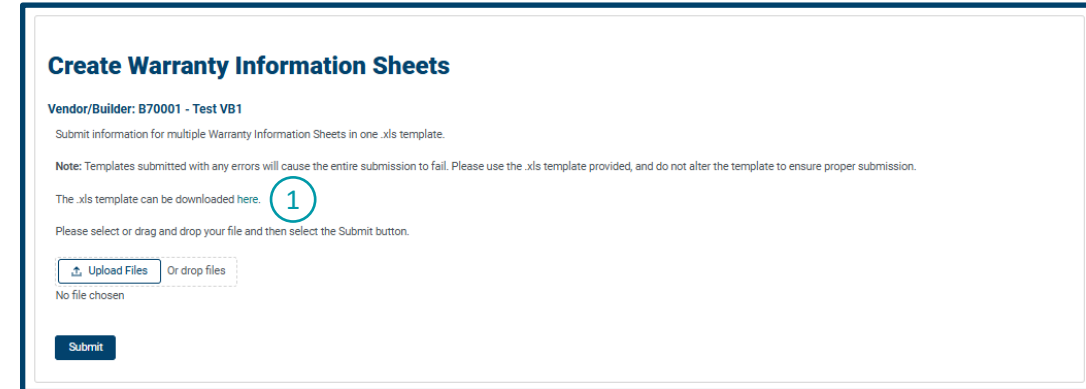
Vendor: B70001 - Test VB1

Summary

<div>H3645429</div>			
Batch #: BP322240			
Street Number: 32140	Postal Code:	Concession:	Purchaser Name: Tom Jones
Street Name: Testing Road	Lot:	Home Type: Detached	Purchaser Email: tjone@email.com
City: TORONTO	Block:	Ownership Type: Freehold APS	
Municipality:	Plan:	Estimated Selling Price: \$550,000.00	

Generate Warranty Information Sheets | Existing Home ID/Enrolment

1. If you are providing Purchaser information, after selecting **Yes** and have chosen to **Submit through template** you will be directed to a page where you can download the template
 - The template will pre-populate the information previously provided for the number of Home IDs selected
 - After entering all the mandatory purchaser information in the template, save it in .xlsx format on your computer
2. Select the **Upload Files** button or drag and drop your file onto the button to upload. You will see the file name appear below the buttons
3. click the **Submit** button to upload
4. Should the file contain missing information or errors you will receive a pop up advising which rows need to be resolved. If there are no errors, you will be directed to the confirmation page to download the Warranty Information Sheets



Create Warranty Information Sheets

Vendor/Builder: B70001 - Test VB1

Submit information for multiple Warranty Information Sheets in one .xls template.

Note: Templates submitted with any errors will cause the entire submission to fail. Please use the .xls template provided, and do not alter the template to ensure proper submission.

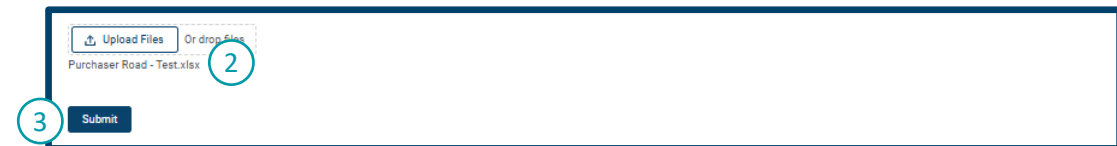
The .xls template can be downloaded here. **1**

Please select or drag and drop your file and then select the Submit button.

Upload Files Or drop files

No file chosen

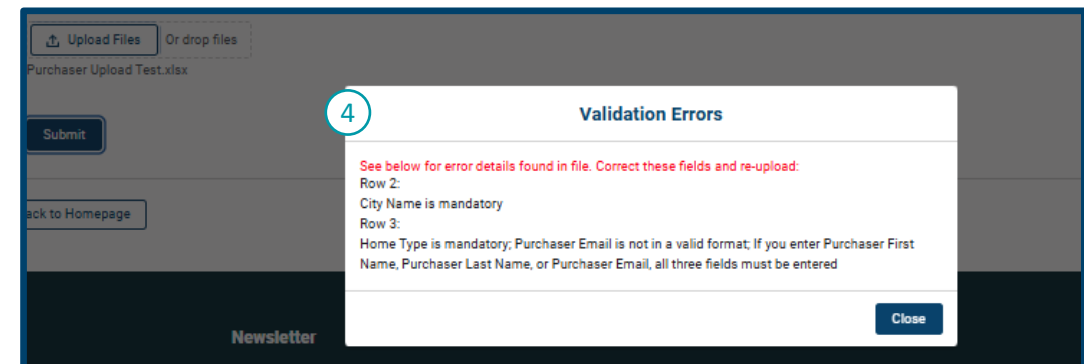
Submit



Upload Files Or drop files

Purchaser Road - Test.xlsx **2**

Submit **3**



Validation Errors **4**

See below for error details found in file. Correct these fields and re-upload:

Row 2:
City Name is mandatory

Row 3:
Home Type is mandatory; Purchaser Email is not in a valid format; If you enter Purchaser First Name, Purchaser Last Name, or Purchaser Email, all three fields must be entered

Close

Submit


Back to Homepage


Newsletter


Re-print Warranty Information Sheets

1. Select **Re-print existing Warranty Information Sheet** button to re-print a previously generated Warranty Information Sheet
2. Select the construction type from the drop down **Please select a Construction Type**
3. A table displaying all Home ID/Enrolments will be presented

How would you like to manage your Enrolments/Warranty Information Sheets?



Generate Warranty Information Sheets
For new Agreements of Purchase and Sale or from previously submitted Enrolments with no Purchaser information, in order for your Purchasers to register their deposits.



Submit Enrolments
Submit new Enrolments or from previously generated Warranty Information Sheets.



Edit Enrolments & Warranty Information Sheets
Edit Purchaser and Enrolment details for previously submitted Enrolments and Warranty Information Sheets.

Please select a Vendor/Builder: B70002 - Test VB2

Choose how you would like to create your Warranty Information Sheets:


New Home ID
Generate Warranty Information Sheets for new homes where an Enrolment has not yet been submitted.


Existing Home ID/Enrolment
Generate Warranty Information Sheets using previously submitted Enrolments with no Purchaser information.


Re-print existing Warranty Information Sheet
Re-print previously submitted Warranty Information Sheets. Edits are not permitted.

Select the Enrolments to create the Warranty Information Sheets:

Please select a Construction Type: Select

Select
Freehold
Condo

Search & Filter

<input type="checkbox"/>	Enrolment N... ↓	Terms & Conditions ID	Batch Number	Purchaser Name	Purchaser Email	Civic Address	Legal Address	Enrolment Stat...	Ownership Type	Home Type
<input type="checkbox"/>	H3646795	TC-657205	BP322376	Joe Smith	jsmith@noemail.com	25 King St, TORONTO, ON	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold Contract	Detached
<input type="checkbox"/>	H3646794	TC-657205	BP322376	Jane Smith	jsmith@noemail.com	21 King St, TORONTO, ON	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold Contract	Detached
<input type="checkbox"/>	H3646793	TC-657205	BP322375	Justin Smith	jsmith@noemail.com	21 Brock Rd., PICKERING, ON	Lot: Plan: Block: Concession: Municipality: PICKERING, CITY		Freehold Contract	Duplex
<input type="checkbox"/>	H3646787	TC-657205	BP322369			36 Brock Rd., PICKERING, ON	Lot: Plan: Block: Concession: Municipality: PICKERING, CITY	Pending	Freehold Contract	Semi Detached

Re-print Warranty Information Sheet | Selection

- Select one or multiple Home ID/Enrolments by clicking the checkbox

- for a single Home ID/Enrolment, click the checkbox to the left of the enrolment number
- for multiple Home ID/Enrolments, click the checkbox for each Home ID/Enrolment or if selecting all, click the checkbox in the header column
- Select the Re-print Warranty Information Sheet(s) button below the table to download one PDF document containing the Warranty Information Sheets for the selected Home ID/Enrolment(s)

[▼ Search & Filter](#)


<input type="checkbox"/>	Enrolment N...	Terms & Conditions ID	Batch Number	Purchaser Name	Purchaser Email	Civic Address	Legal Address	Enrolment Stat...	Ownership Type	Home Type
<input checked="" type="checkbox"/>	H3646795	TC-657205	BP322376	Joe Smith	jsmith@noemail.com	25 King St, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold Contract	Detached
<input checked="" type="checkbox"/>	H3646794	TC-657205	BP322376	Jane Smith	jsmith@noemail.com	21 King St, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold Contract	Detached
<input type="checkbox"/>	H3646793	TC-657205	BP322375	Justin Smith	jsmith@noemail.com	21 Brock Rd., PICKERING, ON,	Lot: Plan: Block: Concession: Municipality: PICKERING, CITY		Freehold Contract	Duplex
<input type="checkbox"/>	H3646787	TC-657205	BP322369			36 Brock Rd., PICKERING, ON,	Lot: Plan: Block: Concession: Municipality: PICKERING, CITY	Pending	Freehold Contract	Semi Detached
<input type="checkbox"/>	H3645367	TC-657205	BP322231	test test	sankar.suresh@tarion.com	123 test, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Enrolled	Freehold APS	Apartments

[Re-print Warranty Information Sheet\(s\)](#)


Submit Enrolments | Select Vendor/Builder

1. To submit enrolments where you have not already submitted purchaser information, you will first need to select the Vendor/Builder from the [Please select a Vendor/Builder drop down](#)
2. Once you select your Vendor/Builder, you will have 2 options, [New Enrolment Submission](#) or [Existing Home ID](#)


How would you like to manage your Enrolments/Warranty Information Sheets?



Generate Warranty Information Sheets
For new Agreements of Purchase and Sale or from previously submitted Enrolments with no Purchaser information, in order for your Purchasers to register their deposits.



Submit Enrolments
Submit new Enrolments or from previously generated Warranty Information Sheets.




Edit Enrolments & Warranty Information Sheets
Edit Purchaser and Enrolment details for previously submitted Enrolments and Warranty Information Sheets.


Please select a Vendor/Builder:

Select

Choose which type of Enrolments you would like to submit:



New Enrolment Submission
Submit new Enrolments for homes which have not been enrolled.




Existing Home ID
Submit Enrolments using information from previously submitted Warranty Information Sheets.


Submit Enrolments | New Enrolment Submission - Freehold

Select the **New Enrolment Submission** button to submit new enrolments and generate a Warranty Information Sheet

1. Select **Freehold** from the drop down **Please select a Home Category**. Note: only Terms & Condition IDs where you have remaining limits will be displayed
2. You will be presented with your Terms and Condition, select the **Terms and Conditions ID** by clicking the checkbox to the left of the ID number
3. You will be asked if you are both the Vendor and the Builder for the units. If you have a separate builder for the enrolments, select **No**, you will then be asked to select your associated builder. Note: if you do not have an associated builder, please contact Underwriting to provide them with your builder

Choose which type of Enrolments you would like to submit:


New Enrolment Submission
 Submit new Enrolments for homes which have not been enrolled.


Existing Home ID
 Submit Enrolments using information from previously submitted Warranty Information Sheets.

Select the Terms & Conditions ID to create the new Enrolments:

Please select a Home Category: **Select** ▼

You will only be able to select from Terms & Condition ID records for which you have a remaining unit allowance.

Select the Terms & Conditions ID to create the new Enrolments:

Please select a Home Category: **Freehold** ▼ 1

You will only be able to select from Terms & Condition ID records for which you have a remaining unit allowance.

Terms and Condition ID	Application ID ↓	Total Units Approved	Total Units Used	Total Units Remaining	QFE/Enrolment Security Requirements	Blanket Security
<input checked="" type="checkbox"/> TC-657205	1	55	16	39	\$20,000.00	Refer to NOP of Conditions

Are you both the Vendor and the Builder for the units? ☐ Yes ☒ No 3

Please select the builder: **Select** ▼

Submit Enrolments | New Enrolment Submission - Freehold

1. Enter the number of Enrolments you would like to enroll
2. Choose how you would like to submit your enrolments, [Submit within BuilderLink](#) or [Submit through template](#) Note: for more than 20 enrolments you will only be able to submit through template (refer to page 32)
3. Select the [Submit within BuilderLink](#) button

Are you both the Vendor and the Builder for the units? ☒ Yes ☐ No

Below indicates how many total approved units you have remaining based on your selected Terms and Conditions ID

Total Units Remaining - FH Contract	<input type="text" value="1"/>
Total Units Remaining - FH APS	<input type="text" value="38"/>

How many units would you like to enrol?

* Freehold Contract	<input type="text" value="0"/>
* Freehold APS	<input type="text" value="1"/>

② Choose how you would like to submit Enrolment data:
If you select more than 20 units, you will need to upload your Enrolment data via template.

③

Submit Enrolments | New Enrolment Submission - Freehold

- After choosing to [Submit within BuilderLink](#), the page will populate with the number of lines you indicated you wished to enroll
 - You will enter the Purchaser Information (if providing) and all enrolment details, use the tab key to move to the next field or the scroll bar to move across.
 - **Note:** when entering the City ensure you select the pop up, municipality is not required to be entered unless the city falls within multiple municipalities
1. Once all enrolment details have been entered, select the [Submit](#) button.
 2. You will be directed to the Enrolment Fees page which will outline the associated fees including any security requirements as well as the enrolment details entered.

Submit Enrolments

Vendor/Builder: B70002-Test VB2

Please fill in the details in the table below, including all mandatory fields marked with an asterisk (*)

PURCHASER TYPE	PURCHASER FIRST NAME	PURCHASER LAST NAME	COMPANY NAME	PURCHASER EMAIL	BUILDER*	STREET NUMBER	STREET NAME
Person	Purchaser	One		purchaser@fakeer	B70002 - Test VB2	125	Street Name

Submit

1

Enrolment Fees

Based on the enrolment data provided, the fees associated with the enrolments are as follows:

Tarion:
 Tarion Enrolments: 1
 Tarion Enrolment Fees: \$1,685.00
 Tarion HST: 12154 6931 RT0001: \$219.05

Total Fees Due: \$1,904.05
 Security Due: \$20,000.00

Submitting Payment by EFT?
 If you would like to make payment by EFT, select 'Yes' below. Please note you must have an active EFT Agreement and permissions to make EFT Payments. If your transaction limit does not allow you to submit the payment you will have an opportunity to email your Payments Administrator to make the payment.
 If you are required to provide security at enrolment and choose to not pay security at this time, you will not be able to pay by EFT later. You will be required to provide security by cheque or other applicable formats before enrolment confirmation can be issued. **Please note:** When submitting enrolments where security is required, Tarion cannot hold more than a total of \$250,000 in cash security by the applicant (or associated person for and on behalf of the applicant). If you require any additional information please contact Underwriting at underwriting@tarion.com.

Submit Payment by EFT?

2

Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
125	Street Name		TORONTO							

Submit Enrolments | Payment - Cheque

1. After entering enrolment details (through BuilderLink or by template upload), you will be directed to the Enrolment Fees page which will outline the total associated fees including any security requirements as well as the enrolment details entered
 2. To submit your payment by cheque, select **No** in the drop down **Submit Payment by EFT?** (Electronic Funds Transfer)
 3. Select the **Submit to create enrolments** button
- You will receive confirmation of your submission, which you can print and submit with your cheque payment

**If you do not have permissions to make Electronic Funds Transfer payments through BuilderLink and wish to, please contact builderlink@tarion.com*

Enrolment Fees

Based on the enrolment data provided, the fees associated with the enrolments are as follows:

Tarion:
 Tarion Enrolments: 1
 Tarion Enrolment Fees: \$1,685.00
 Tarion HST: 12154 6931 RT0001: \$219.05

Total Fees Due: \$1,904.05
 Security Due: \$20,000.00

Submitting Payment by EFT?
 If you would like to make payment by EFT, select 'Yes' below. Please note you must have an active EFT Agreement and permissions to make EFT Payments. If your transaction limit does not allow you to submit the payment you will have an opportunity to email your Payments Administrator to make the payment.
 If you are required to provide security at enrolment and choose to not pay security at this time, you will not be able to pay by EFT later. You will be required to provide security by cheque or other applicable formats before enrolment confirmation can be issued. **Please note:** When submitting enrolments where security is required, Tarion cannot hold more than a total of \$250,000 in cash security by the applicant (or associated person for and on behalf of the applicant). If you require any additional information please contact Underwriting at underwriting@tarion.com.

Submit Payment by EFT? 1

Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
125	Street Name		TORONTO							

No

Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
123	Template Place		TORONTO		M2M2m2					

Back Submit to create enrolments 3

Submit Enrolments | Submission & Payment – Electronic Funds Transfer (EFT)

1. If you have permissions to make Electronic Funds Transfer (EFT) payments and you have set up your EFT Agreement, you can select **Yes** from the drop down **Submit Payment by EFT?**
2. Click the **Select EFT & Review Payment Details** button
3. A pop up will appear regarding Cash Security Interest, review and click the **OK** button to close the pop up

Enrolment Fees

Based on the enrolment data provided, the fees associated with the enrolments are as follows:

Tarion:
 Tarion Enrolments: 1
 Tarion Enrolment Fees: \$1,885.00
 Tarion HST: 12154 6931 RT0001: \$245.05

Total Fees Due: \$2,130.05
Security Due: \$20,000.00

Submitting Payment by EFT?

If you would like to make payment by EFT, select 'Yes' below. Please note you must have an active EFT Agreement and permissions to make EFT Payments. If your transaction limit does not allow you to submit the payment you will have an opportunity to email your Payments Administrator to make the payment.

If you are required to provide security at enrolment and choose to not pay security at this time, you will not be able to pay by EFT later. You will be required to provide security by cheque or other applicable formats before enrolment confirmation can be issued. **Please note:** When submitting enrolments where security is required, Tarion cannot hold more than a total of \$250,000 in cash security by the applicant (or associated person for and on behalf of the applicant). If you require any additional information please contact Underwriting at underwriting@tarion.com.

Submit Payment by EFT? 1

Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
124	Template Place		TORONTO							

Yes

Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
124	Template Place		TORONTO							

Back **Select EFT & Review Payment Details** 2

Changes To Interest On Cash Security

You have selected to pay EFT, please note effective January 1, 2023, Tarion will no longer be paying interest on cash security (if required).

As a reminder, vendors and builders who are required to post security have multiple options for posting security, including letters of credit, surety bonds, or cash.

Please note: When submitting enrolments where security is required, Tarion cannot hold more than a total of \$250,000 in cash security by the applicant (or associated person for and on behalf of the applicant). If you require any additional information please contact Underwriting at underwriting@tarion.com.

If you **do not** wish to pay cash security by EFT and provide an alternative option for your security requirements, please ensure you **deselect** the security portion prior to selecting your EFT Agreement and the Submit Enrolment and EFT Payment button.

OK

Submit Enrolments | Payment – Electronic Funds Transfer (EFT)

1. If you have permissions to make Electronic Funds Transfer (EFT) payments and you have set up your EFT Agreement, you can select **Yes** from the drop down **Submit Payment by EFT?**
2. Click the **Select EFT & Review Payment Details** button
3. A pop up will appear regarding Cash Security Interest, review and click the **OK** button

Enrolment Fees

Based on the enrolment data provided, the fees associated with the enrolments are as follows:

Tarion:
 Tarion Enrolments: 1
 Tarion Enrolment Fees: \$1,885.00
 Tarion HST: 12154 6931 RT0001: \$245.05

Total Fees Due: \$2,130.05
Security Due: \$20,000.00

Submitting Payment by EFT?

If you would like to make payment by EFT, select 'Yes' below. Please note you must have an active EFT Agreement and permissions to make EFT Payments. If your transaction limit does not allow you to submit the payment you will have an opportunity to email your Payments Administrator to make the payment.

If you are required to provide security at enrolment and choose to not pay security at this time, you will not be able to pay by EFT later. You will be required to provide security by cheque or other applicable formats before enrolment confirmation can be issued. **Please note:** When submitting enrolments where security is required, Tarion cannot hold more than a total of \$250,000 in cash security by the applicant (or associated person for and on behalf of the applicant). If you require any additional information please contact Underwriting at underwriting@tarion.com.

Submit Payment by EFT? 1

Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
124	Template Place		TORONTO							

Yes

Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
124	Template Place		TORONTO							

Back **Select EFT & Review Payment Details** 2

Changes To Interest On Cash Security

You have selected to pay EFT, please note effective January 1, 2023, Tarion will no longer be paying interest on cash security (if required).

As a reminder, vendors and builders who are required to post security have multiple options for posting security, including letters of credit, surety bonds, or cash.

Please note: When submitting enrolments where security is required, Tarion cannot hold more than a total of \$250,000 in cash security by the applicant (or associated person for and on behalf of the applicant). If you require any additional information please contact Underwriting at underwriting@tarion.com.

If you **do not** wish to pay cash security by EFT and provide an alternative option for your security requirements, please ensure you **deselect** the security portion prior to selecting your EFT Agreement and the Submit Enrolment and EFT Payment button.

OK

Submit Enrolments | Payment – Electronic Funds Transfer (EFT)

1. You will be directed to the Payment Details page, which will display all related fees including security (if applicable)
 2. If you do not wish to submit security by EFT, you can deselect the checkbox for the security portion
 3. Select the EFT agreement to be used for payment from the **Select Active EFT** drop down
 4. Click the **Submit enrolment and EFT Payment** button
- You will receive confirmation of your submission, which you can print for your records

Payment Details

Please note, if you are required to provide security and choose to not pay security requirements at this time, you will not be able to pay by EFT later. You will be required to provide security by cheque or other applicable formats before enrolment confirmation can be issued. **Please note:** When submitting enrolments where security is required, Tarion cannot hold more than a total of \$250,000 in cash security by the applicant (or associated person for and on behalf of the applicant). If you require any additional information please contact Underwriting at underwriting@tarion.com

TYPE	# OF ENROLMENTS	OUTSTANDING BALANCE	SELECT
ENROLMENT FEES	1	\$2,130.05	<input checked="" type="checkbox"/>
CASH SECURITY		\$20,000.00	<input checked="" type="checkbox"/>

Number of Transactions: 2
Total Payment Amount: \$22,130.05

Select Active EFT

Please select the EFT Account you wish to use for payment:

Choose one...

Review Enrolment Details

Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
124	Template Place		TORONTO							

Select Active EFT

Please select the EFT Account you wish to use for payment:

Test VB2 - EFT - XXXXXXXX5625

Review Enrolment Details


Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
124	Template Place		TORONTO							


Back Submit Enrolment and EFT Payment

Submit Enrolments | New Enrolment Submission - Condo

1. Select the Condo Type from the drop down
Please select a Home Category. Note: only Terms & Condition IDs where you have remaining limits will be displayed
2. You will be presented with your Terms and Condition, select the **Terms and Conditions ID** by clicking the checkbox to the left of the ID number
3. You will be required to select the Common Element (CE) enrolment number the enrolments should be linked to from the **Please select the corresponding Common Element Enrolment Number** drop down

Choose which type of Enrolments you would like to submit:


New Enrolment Submission
 Submit new Enrolments for homes which have not been enrolled.


Existing Home ID
 Submit Enrolments using information from previously submitted Warranty Information Sheets.

Select the Terms & Conditions ID to create the new Enrolments:

Please select a Home Category: 1 **Select** ▼

You will only be able to select from Terms & Conditions ID records for which you have a remaining unit allowance.

- Select
- Condo Type A
- Condo Type B
- Condo Type C
- Condo Type D

Select the Terms & Conditions ID to create the new Enrolments:

Please select a Home Category: **Condo Type C** ▼

You will only be able to select from Terms & Conditions ID records for which you have a remaining unit allowance.

Terms and Condition ID	Application ID ↓	Total Units Approved	Total Units Used	Total Units Remaining	QFE/Enrolment Security Requirements	Blanket Security
2 <input checked="" type="checkbox"/> TC-657234	4	20	5	15	\$20,000.00	

Please select the corresponding Common Element Enrolment Number: 3 **Select** ▼

You will only be able to select Common Element Enrolment Numbers which have remaining units to

- Select
- H3644539

Submit Enrolments | New Enrolment Submission - Condo

1. Enter the number of Enrolments you would like to enroll
2. Choose how you would like to submit your enrolments, [Submit within BuilderLink](#) or [Submit through template](#) Note: for more than 20 enrolments you will only be able to submit through template (refer to page 32)
3. Select the [Submit within BuilderLink](#) button

Select the Terms & Conditions ID to create the new Enrolments:

Please select a Home Category: Condo Type C

You will only be able to select from Terms & Condition ID records for which you have a remaining unit allowance.

Terms and Condition ID	Application ID ↓	Total Units Approved	Total Units Used	Total Units Remaining	QFE/Enrolment Security Requirements	Blanket Security
TC-657234	4	20	5	15		\$20,000.00

Please select the corresponding Common Element Enrolment Number: H3644539

You will only be able to select Common Element Enrolment Numbers which have remaining units to enroll.

Below indicates the total # of condo units available for Enrolment submission.
Please note, you must not exceed the "Total Units Remaining from T&C", or the "Available Condo Units" indicated on corresponding Common Element Enrolment Number.

Total Units Remaining from T&C: 15

Available Condo Units: 44

How many units would you like to enroll?

* Condo Units: 14

1

2 Choose how you would like to submit Enrolment data:
If you select more than 20 units, you will need to upload your Enrolment data via template.

3

[Submit within BuilderLink](#) [Submit through template](#)

Submit Enrolments | New Enrolment Submission - Condo

- After selecting Yes and you have chosen to **Submit within BuilderLink**, the page will populate with the number of lines you indicated you wished to enroll.
 - You will enter the Purchaser Information (if providing) and all enrolment details, use the tab key to move to the next field or the scroll bar to move across.
 - **Note:** when entering the City ensure you select the pop up, municipality is not required to be entered unless the city falls within multiple municipalities.
1. Once all enrolment details have been entered, select the **Submit** button.
 2. You will be directed to the Enrolment Fees page which will outline the associated fees including any security requirements as well as the enrolment details entered.

Note: refer to payment options on pages 25-28

Submit Enrolments

Vendor/Builder: B70002-Test VB2

Please fill in the details in the table below, including all mandatory fields marked with an asterisk (*)

PURCHASER TYPE	PURCHASER FIRST NAME	PURCHASER LAST NAME	COMPANY NAME	PURCHASER EMAIL	BUILDER*	STREET NUMBER	STREET NAME
Person	Purchaser	One		purchaser@fakeer	B70002 - Test VB2	125	Street Name

Submit 1

Enrolment Fees

Based on the enrolment data provided, the fees associated with the enrolments are as follows:

Tarion:
 Tarion Enrolments: 1
 Tarion Enrolment Fees: \$1,685.00
 Tarion HST: 12154 6931 RT0001: \$219.05

Total Fees Due: \$1,904.05
 Security Due: \$20,000.00

2

Submitting Payment by EFT?

If you would like to make payment by EFT, select 'Yes' below. Please note you must have an active EFT Agreement and permissions to make EFT Payments. If your transaction limit does not allow you to submit the payment you will have an opportunity to email your Payments Administrator to make the payment.

If you are required to provide security at enrolment and choose to not pay security at this time, you will not be able to pay by EFT later. You will be required to provide security by cheque or other applicable formats before enrolment confirmation can be issued. **Please note:** When submitting enrolments where security is required, Tarion cannot hold more than a total of \$250,000 in cash security by the applicant (or associated person for and on behalf of the applicant). If you require any additional information please contact Underwriting at underwriting@tarion.com.

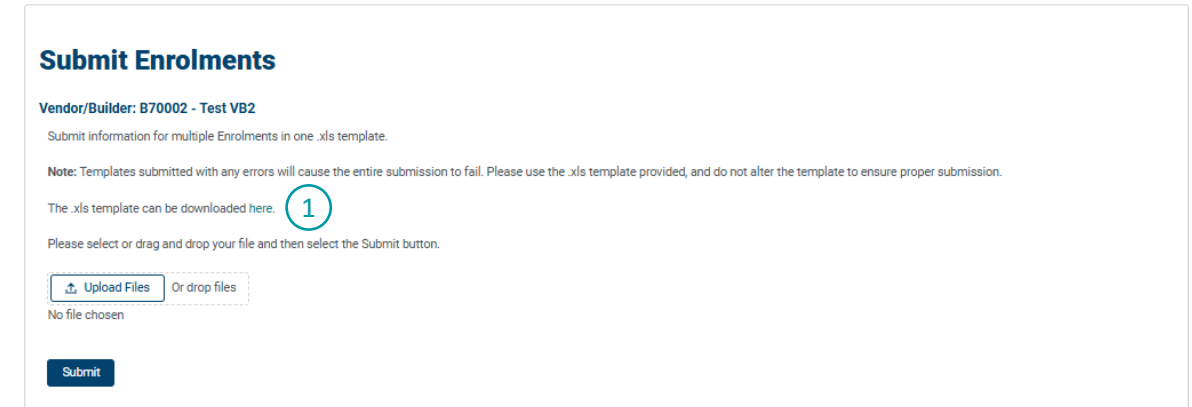
Submit Payment by EFT?

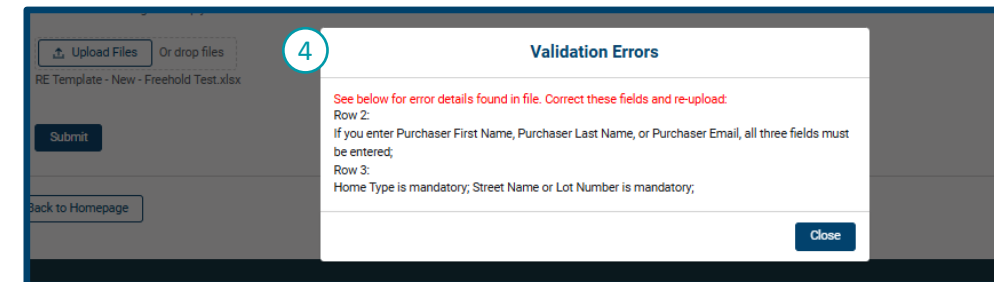
Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
125	Street Name		TORONTO							

Submit Enrolments | New Enrolment Submission – Upload template

1. If you have chosen to [Submit through template](#) (either Freehold or Condo), you will be directed to a page where you can download the template
 - The template will have some fields pre-populated based on the vendor/builder and construction type selected
 - After entering all the remaining mandatory fields, save the template in .xlsx format on your computer. Note: some fields are drop down selections.
2. Select the [Upload Files](#) button or drag and drop your file onto the button to upload. You will see the file name appear below the buttons
3. Click the [Submit](#) button to upload
4. Should the file contain missing information or errors you will receive a pop up advising which rows need to be resolved. If there are no errors, you will be directed to the Enrolment Fees page.

Note: refer to payment options on pages 25-28





Submit Enrolments | New Enrolment - Submission Confirmation

- After choosing your payment method, you will be directed to the Enrolment Submission confirmation page
1. Select the **Print** button to print a PDF summary of your submission. Note: if paying by cheque you will be required to submit a copy of the summary with your payment
 2. Select the **Download Warranty Information Sheet(s)** button to download a PDF containing all Warranty Information Sheets for each enrolment in your submission
 3. Note: if payment was made by Electronic Funds Transfer (EFT) the confirmation page will display this information.

Enrolment Submission successful

Please note that your enrolment submission has been successfully submitted. Please remember to print a record of this page for your reference.
For any enrolments where purchaser information was not submitted, a blank Warranty Information Sheet will be generated.
Please note: Warranty Information Sheets for Freehold Contract homes will not be generated as they are not required.

Please click the 'Download Warranty Information Sheet(s)' button to download your New Warranty Information Sheet(s).

1 **Print**
2 **Download Warranty Information Sheet(s)**

3 Your request to pay \$22,130.05 using EFT Agreement 'Test VB2 - EFT - XXXXXXXX5625' has been successfully submitted.

Please note: When submitting enrolments where security is required, Tarion cannot hold more than a total of \$250,000 in cash security by the applicant (or associated person for and on behalf of the applicant). If you require any additional information please contact Underwriting at underwriting@tarion.com.

The enrolment fees are based on the estimated sale price of the home (excluding HST). Once the home is possessed/occupied, the final sale price (excluding HST) must be provided on the Certificate of Completion and Possession (CCP) and the applicable enrolment fee may be adjusted.

Date & Time of Submission: 2025-05-01, 10:12 a.m.

Batch #: BP322408

Vendor: B70002 - Test VB2


Builder: B70002 - Test VB2

Enrolment Fees

Tarion Enrolments: 1
 Tarion Enrolment Fees: \$1,885.00
 Tarion HST: 12154 6931 RT0001: \$245.05

Total Fees Due: \$2,130.05
 Security Due: \$20,000.00

Summary

 H3646821


Batch #: BP322408


Submit Enrolments | Existing Home ID - Freehold

Select the **Existing Home ID** button to submit enrolments from previously generated Warranty Information Sheets with a Home ID

1. Select **Freehold** from the **Please select a Construction Type** drop down
2. You will be presented with a table containing all previously submitted Home IDs
3. Select the Home IDs you wish to now enroll by clicking the checkbox to the left of the Home ID number(s) or if selecting all enrolments, click the checkbox in the header
4. Use the **Search & Filter** to narrow down the results displayed on the table (refer to page 15)

Choose which type of Enrolments you would like to submit:


New Enrolment Submission
 Submit new Enrolments for homes which have not been enrolled.


Existing Home ID
 Submit Enrolments using information from previously submitted Warranty Information Sheets.

Select the existing records to enrol:

Please select a Construction Type: **Freehold** 1

Select the existing records to enrol:

Please select a Construction Type: **Freehold**

2 4 3 Search & Filter

<input checked="" type="checkbox"/>	Enrolment Number ↓	Terms & Conditions ID	Batch Number	Civic Address	Legal Address	Enrolment Status	Ownership Type	Home Type
<input type="checkbox"/>	H3645451	TC-657237	BP322248	5160 Yonge Street, TORONTO, ON, M2N 6L9	Lot: 1 Plan: 1 Block: 1 Concession: 1 Municipality: TORONTO, CITY		Freehold APS	Detached
<input type="checkbox"/>	H3645450	TC-657237	BP322247	Alleyne Place, TORONTO, ON,	Lot: 14 Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold APS	Detached
<input type="checkbox"/>	H3645439	TC-657237	BP322244	124 Whatever Ave, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold APS	Detached
<input type="checkbox"/>	H3645438	TC-657237	BP322244	123 Whatever Avenue, AJAX, ON,	Lot: Plan: Block: Concession: Municipality: AJAX, TOWN		Freehold APS	Detached

Submit Enrolments | Existing Home ID - Freehold

- Once you have chosen the Home IDs you wish to convert to enrolments, you will be asked if you **Are both the Vendor and the Builder for the units?** If you have a separate builder for the enrolments, select **No**, and select your associated builder. Note: if you do not have an associated builder, please contact Underwriting to provide them with your builder
- Choose how you would like to submit your enrolments, **Submit within BuilderLink** or **Submit through template** Note: for more than 20 enrolments you will only be able to submit through template (refer to page 40)
- Select the **Submit within BuilderLink** button

Select the existing records to enrol:

Please select a Construction Type: Freehold

Search & Filter

Enrolment Number	Terms & Conditions ID	Batch Number	Civic Address	Legal Address	Enrolment Status	Ownership Type	Home Type
<input checked="" type="checkbox"/> H3645451	TC-657237	BP322248	5160 Yonge Street, TORONTO, ON, M2N 6L9	Lot: 1 Plan: 1 Block: 1 Concession: 1 Municipality: TORONTO, CITY		Freehold APS	Detached
<input type="checkbox"/> H3645450	TC-657237	BP322247	Alleyne Place, TORONTO, ON,	Lot: 14 Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold APS	Detached
<input type="checkbox"/> H3645439	TC-657237	BP322244	124 Whatever Ave, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold APS	Detached
<input type="checkbox"/> H3645438	TC-657237	BP322244	123 Whatever Avenue, AJAX, ON,	Lot: Plan: Block: Concession: Municipality: AJAX, TOWN		Freehold APS	Detached

Are you both the Vendor and the Builder for the units? Yes No 1

2 Choose how you would like to submit Enrolment data:

If you select more than 20 units, you will need to upload your Enrolment data via template.

Submit within BuilderLink Submit through template

Submit Enrolments | Existing Home ID - Freehold

- After choosing to [Submit within BuilderLink](#), the page will populate with the number of Home IDs you selected to convert to enrolments
 - All information previously provided will be pre-populated. Enter any remaining enrolment details, use the tab key to move to the next field or the scroll bar to move across.
 - **Note:** when entering the City ensure you select the pop up, municipality is not required to be entered unless the city falls within multiple municipalities.
1. Once all enrolment details have been entered, select the [Submit](#) button.
 2. You will be directed to the Enrolment Fees page which will outline the associated fees including any security requirements as well as the enrolment details entered.

Note: refer to payment options on pages 25-28

Submit Enrolments

Vendor/Builder: B70099-Test VB1

Please fill in the details in the table below, including all mandatory fields marked with an asterisk (*)

ENROLMENT NUMBER	PURCHASER TYPE	PURCHASER FIRST NAME	PURCHASER LAST NAME	COMPANY NAME	PURCHASER EMAIL	BUILDER*	STREET NUMBER
H3645451	Person	Person	testing		aidan.tsang+1234@	B70099 - Test VB1	5160

Submit ①

Enrolment Fees

Based on the enrolment data provided, the fees associated with the enrolments are as follows:

Tarion:
 Tarion Enrolments: 1
 Tarion Enrolment Fees: \$1,685.00
 Tarion HST: 12154 6931 RT0001: \$219.05

Total Fees Due: \$1,904.05
 Security Due: \$20,000.00 ②

Submitting Payment by EFT?
 If you would like to make payment by EFT, select 'Yes' below. Please note you must have an active EFT Agreement and permissions to make EFT Payments. If your transaction limit does not allow you to submit the payment you will have an opportunity to email your Payments Administrator to make the payment.
 If you are required to provide security at enrolment and choose to not pay security at this time, you will not be able to pay by EFT later. You will be required to provide security by cheque or other applicable formats before enrolment confirmation can be issued. **Please note:** When submitting enrolments where security is required, Tarion cannot hold more than a total of \$250,000 in cash security by the applicant (or associated person for and on behalf of the applicant). If you require any additional information please contact Underwriting at underwriting@tarion.com.


Submit Payment by EFT? ▾


Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
125	Street Name		TORONTO							

Submit Enrolments | Existing Home ID - Condo

1. Select **Condo** from the **Please select a Construction Type** drop down
2. Select the Common Element (CE) enrolment number the enrolment(s) will be linked to from the **Please select the corresponding common Element Enrolment Number** drop down
3. You will be presented with a table containing all previously submitted Home IDs
4. Select the Home IDs by clicking the checkbox to the left of the Home ID number(s) or if selecting all enrolments, click the checkbox in the header
5. Use the **Search & Filter** to narrow down the results displayed on the table (refer to page 15)

Choose which type of Enrolments you would like to submit:


New Enrolment Submission
 Submit new Enrolments for homes which have not been enrolled.


Existing Home ID
 Submit Enrolments using information from previously submitted Warranty Information Sheets.

Select the existing records to enrol:

1 Please select a Construction Type: **Condo**

Please select the corresponding Common Element Enrolment Number: **Select** 2
You will only be able to select Common Element Enrolment Numbers which have remaining units to enrol.

Select the existing records to enrol:

Please select a Construction Type: **Condo**

Please select the corresponding Common Element Enrolment Number: **H3643275**
You will only be able to select Common Element Enrolment Numbers which have remaining units to enrol.

3

5 Search & Filter

<input type="checkbox"/>	Enrolment Number ↓	Terms & Conditions ID	Batch Number	Civic Address	Legal Address	Enrolment Status	Ownership Type	Home Type
4 <input type="checkbox"/>	H3646768	TC-657349	BP322352	ON,	Lot: Plan: 66r-17338 Block: Unit# Level: Concession: Municipality:		Standard Condominium	Apartments

Submit Enrolments | Existing Home ID - Condo

- Once you have chosen the Home IDs you wish to convert to enrolments, you will be asked to choose how you would like to submit your enrolments, [Submit within BuilderLink](#) or [Submit through template](#) Note: for more than 20 enrolments you will only be able to submit through template (refer to page 40)
- Select the [Submit within BuilderLink](#) button, the page will populate with the number of Home IDs you select to convert to enrolments.
- All information previously provided will be pre-populated. Enter any remaining enrolment details, use the tab key to move to the next field or the scroll bar to move across.
 - Note:** when entering the City ensure you select the pop up, municipality is not required to be entered unless the city falls within multiple municipalities.

Select the existing records to enrol:

Please select a Construction Type: Condo

Please select the corresponding Common Element Enrolment Number: H3643275
You will only be able to select Common Element Enrolment Numbers which have remaining units to enrol.

Search & Filter

<input checked="" type="checkbox"/>	Enrolment Number	Terms & Conditions ID	Batch Number	Civic Address	Legal Address	Enrolment Status	Ownership Type	Home Type
<input checked="" type="checkbox"/>	H3646768	TC-657349	BP322352	ON,	Lot: Plan: 66r-17338 Block: Unit# Level: Concession: Municipality:		Standard Condominium	Apartments

1 Choose how you would like to submit Enrolment data:
If you select more than 20 units, you will need to upload your Enrolment data via template.

2 Submit within BuilderLink Submit through template

Submit Enrolments

Vendor/Builder: B70002-Test VB2

Please fill in the details in the table below, including all mandatory fields marked with an asterisk (*)

ENROLMENT NUMBER	PURCHASER TYPE	PURCHASER FIRST NAME	PURCHASER LAST NAME	COMPANY NAME	PURCHASER EMAIL	STREET NUMBER	STREET NAME
H3646768	Select an Option						

3

Submit Enrolments | Existing Home ID - Condo

1. Once all enrolment details have been entered, select the **Submit** button
2. You will be directed to the Enrolment Fees page which will outline the associated fees including any security requirements as well as the enrolment details entered

Note: refer to payment options on pages 25-28

Submit Enrolments

Vendor/Builder: B70002-Test VB2

Please fill in the details in the table below, including all mandatory fields marked with an asterisk (*)

ENROLMENT NUMBER	PURCHASER TYPE	PURCHASER FIRST NAME	PURCHASER LAST NAME	COMPANY NAME	PURCHASER EMAIL	STREET NUMBER	STREET NAME
H3646768	Person	Purchaser	Doe		jdoe@fakeemail.co	125	Template Place

Submit

1

Enrolment Fees

Based on the enrolment data provided, the fees associated with the enrolments are as follows:

Tarion:
 Tarion Enrolments: 1
 Tarion Enrolment Fees: \$3,770.00
 Tarion HST: 12154 6931 RT0001: \$490.10

Total Fees Due: \$4,260.10
Security Due: \$25,000.00

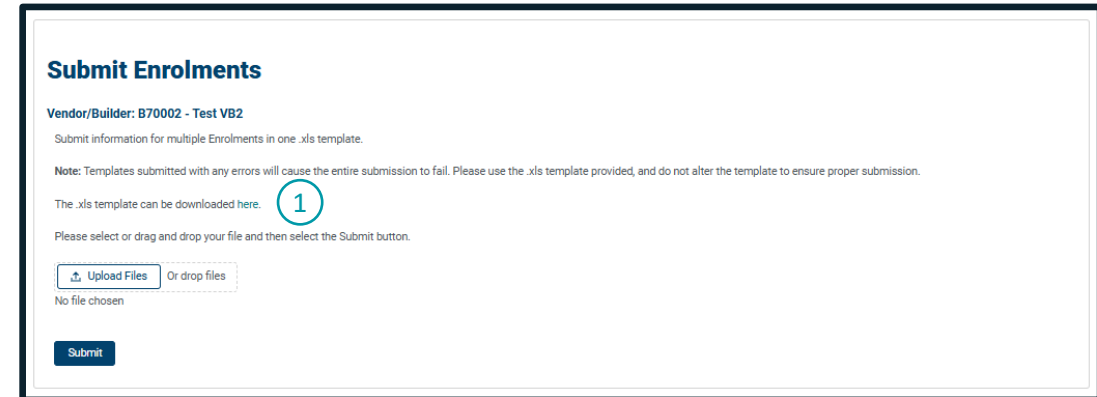
Submitting Payment by EFT?
 If you would like to make payment by EFT, select 'Yes' below. Please note you must have an active EFT Agreement and permissions to make EFT Payments. If your transaction limit does not allow you to submit the payment you will have an opportunity to email your Payments Administrator to make the payment.
 If you are required to provide security at enrolment and choose to not pay security at this time, you will not be able to pay by EFT later. You will be required to provide security by cheque or other applicable formats before enrolment confirmation can be issued. **Please note:** When submitting enrolments where security is required, Tarion cannot hold more than a **total** of \$250,000 in cash security by the applicant (or associated person for and on behalf of the applicant). If you require any additional information please contact Underwriting at underwriting@tarion.com.

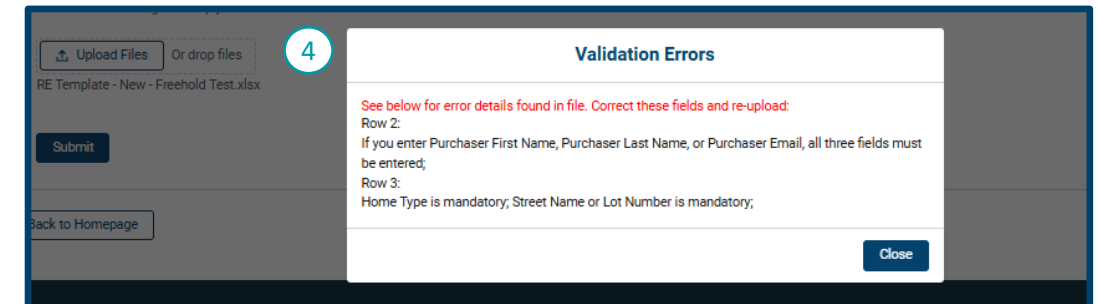
Submit Payment by EFT? ☐

Street Number	Street Name	Suite	City	Municipality	Postal Code	Level Number	Unit Number	Lot	Block	Plan
125	Template Place	201	TORONTO			2	1			66r-173:

Submit Enrolments | Existing Home ID - Upload template

1. If you have chosen to [Submit through template](#) (either Freehold or Condo), you will be directed to a page where you can download the template.
 - The template will download with fields pre-populated based on the information previously submitted for the Home ID
 - After entering all additional mandatory fields, save the template in .xlsx format on your computer. Note: some fields are drop down selections.
2. Select the [Upload Files](#) button or drag and drop your file onto the button to upload. You will see the file name appear below the buttons
3. click the [Submit](#) button to upload
4. Should the file contain missing information or errors you will receive a pop up advising which rows need to be resolved. If there are no errors, you will be directed to the Enrolment Fees page.






Note: refer to payment options on pages 25-28


Edit Enrolments & Warranty Information Sheets | Select Vendor/Builder

1. To edit purchaser and/or enrolment details for previously submitted enrolments or Home IDs, you will first need to select the Vendor/Builder from the [Please select a Vendor/Builder](#) drop down
2. Once you select your Vendor/Builder, you will have 2 options, [Update/Remove Purchaser](#) or [Update Enrolment/Home ID Details](#)


How would you like to manage your Enrolments/Warranty Information Sheets?



Generate Warranty Information Sheets
For new Agreements of Purchase and Sale or from previously submitted Enrolments with no Purchaser information, in order for your Purchasers to register their deposits.




Submit Enrolments
Submit new Enrolments or from previously generated Warranty Information Sheets.




Edit Enrolments & Warranty Information Sheets
Edit Purchaser and Enrolment details for previously submitted Enrolments and Warranty Information Sheets.

Please select a Vendor/Builder:

Select what you would like to edit:



Update/Remove Purchaser
Update or remove Purchaser information from an existing Enrolment or Warranty Information Sheet where there is no longer a Purchaser.




Update Enrolment/Home ID Details
Edit enrolment details for previously submitted Enrolments or Warranty Information Sheets.

Edit Enrolments & Warranty Information Sheets | Update/Remove Purchaser - Freehold


Select the [Update/Remove Purchaser](#) button to update or remove purchaser information from previously submitted Home ID or enrolments

1. Select [Freehold](#) from the [Please select a Construction Type](#) drop down
2. You will be presented with a table containing all previously submitted Home IDs/Enrolments
3. Use the [Search & Filter](#) to narrow down the results displayed on the table (refer to page 15)
4. Click on the Home ID/Enrolment number link to open the edit page

Select what you would like to edit:



Update/Remove Purchaser
Update or remove Purchaser information from an existing Enrolment or Warranty Information Sheet where there is no longer a Purchaser.



Update Enrolment/Home ID Details
Edit enrolment details for previously submitted Enrolments or Warranty Information Sheets.

Select the Enrolments/Warranty Information Sheets to update:

Please select a Construction Type: ①

Select the Enrolments/Warranty Information Sheets to update:

Please select a Construction Type:

③ [Search & Filter](#)


Enrolment Number	Terms & Conditions ID	Batch Number	Purchaser Name	Purchaser Email	Civic Address	Legal Address	Enrolment Stat...	Ownership Type	Home Type
H3646667	TC-657237	BP322261	Test Test Tuesday	testtuesday@fakeemail.ca	TestTuesday, TORONTO, ON,	Lot: 34 Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Detached
H3645451 ④	TC-657237	BP322248	Person testing	aidan.tsang+1234@tarion.com	5160 Yonge Street, TORONTO, ON, M2N 6L9	Lot: 1 Plan: 1 Block: 1 Concession: 1 Municipality: TORONTO, CITY		Freehold APS	Detached
H3645450	TC-657237	BP322247	Renee Cayden	rc@fakehomeowner.com	Alleyne Place, TORONTO, ON,	Lot: 14 Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold APS	Detached

Edit Enrolments & Warranty Information Sheets | Update/Remove Purchaser - Condo


Select the [Update/Remove Purchaser](#) button to update or remove purchaser information from previously submitted Home ID or enrolments

1. Select [Condo](#) from the [Please select a Construction Type](#) drop down
2. Select the Common Element enrolment from the [Please select the corresponding Common Element Enrolment Number](#) drop down
3. You will be presented with a table containing all previously submitted Home IDs/Enrolments
4. Use the [Search & Filter](#) to narrow down the results displayed on the table (refer to page 15)
5. Click on the Home ID/Enrolment number link to open the edit page

Select what you would like to edit:



Update/Remove Purchaser
Update or remove Purchaser information from an existing Enrolment or Warranty Information Sheet where there is no longer a Purchaser.



Update Enrolment/Home ID Details
Edit enrolment details for previously submitted Enrolments or Warranty Information Sheets.

Select the Enrolments/Warranty Information Sheets to update:

Please select a Construction Type: ①

Select the Enrolments/Warranty Information Sheets to update:

Please select a Construction Type:

Please select the corresponding Common Element Enrolment Number: ②

You will only be able to select Common Element Enrolment Numbers which have remaining units to enrol.

③ ④

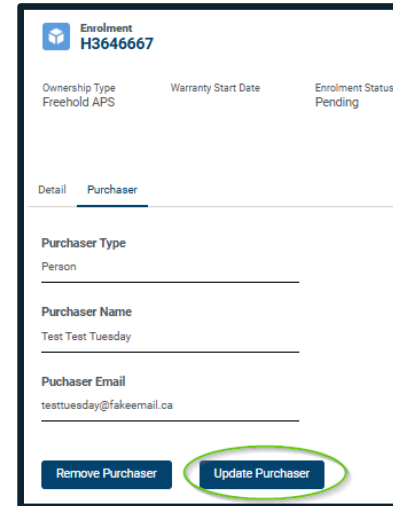
Enrolment Number	Terms & Conditions ID	Batch Number	Purchaser Name	Purchaser Email	Civic Address	Legal Address	Enrolment Stat...	Ownership Type	Home Type
H3646763	TC-657235	BP322347	Jane Snow	jsnow@noemail.com	22 Jones Avenue, 101, HAMILTON, ON,	Lot: Plan: Pt Lot 3 Block: Unit# 101 Level: 1 Concession: Municipality: HAMILTON, CITY		Standard Condominium	Townhouse
H3646746	TC-657235	BP322330			4725 Test, 231, TORONTO, ON, M2N 6L9	Lot: 3 Plan: Pt Lot 3 Block: 3 Unit# 3 Level: 43 Concession: 56 Municipality: TORONTO, CITY	Enrolled	Standard Condominium	Townhouse
H3646745	TC-657235	BP322330			4725 Test, 123, TORONTO, ON, M2M2M2	Lot: 3 Plan: Pt Lot 3 Block: 3 Unit# 4554 Level: 2 Concession: 4 Municipality: TORONTO, CITY	Enrolled	Standard Condominium	Townhouse

⑤

Edit Enrolments & Warranty Information Sheets | Update Purchaser Information

Select the **Update Purchaser** button to correct any spelling errors or to change the purchaser information previously submitted

1. Choose the reason for the change **Spelling mistake on purchaser info** or **Purchaser for this home has changed** from the **Reason for Change** drop down
2. Click the **Submit** button



Enrolment H3646667

Ownership Type: Freehold APS Warranty Start Date: Enrolment Status: Pending

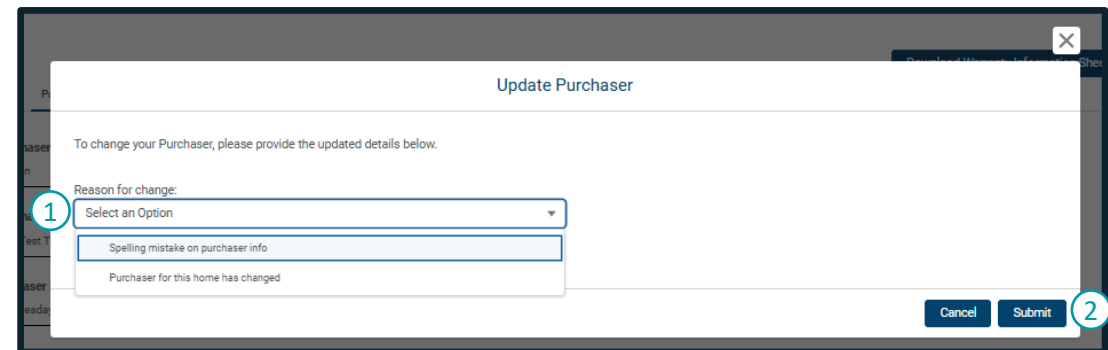
Purchaser

Purchaser Type: Person

Purchaser Name: Test Test Tuesday

Purchaser Email: testtuesday@fakeemail.ca

Remove Purchaser **Update Purchaser**



Update Purchaser

To change your Purchaser, please provide the updated details below.

Reason for change: Select an Option

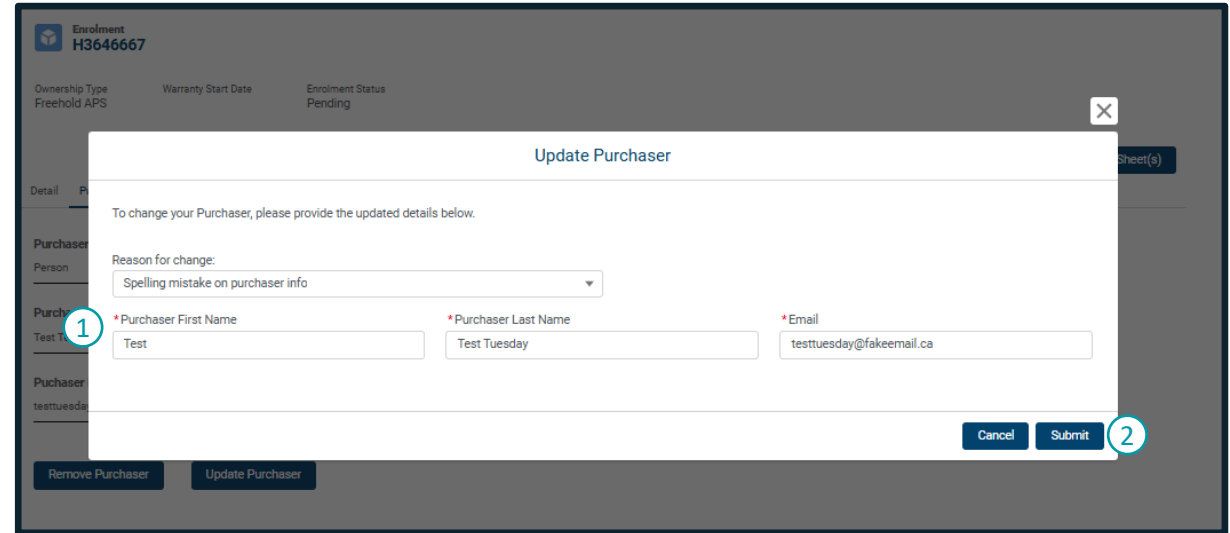
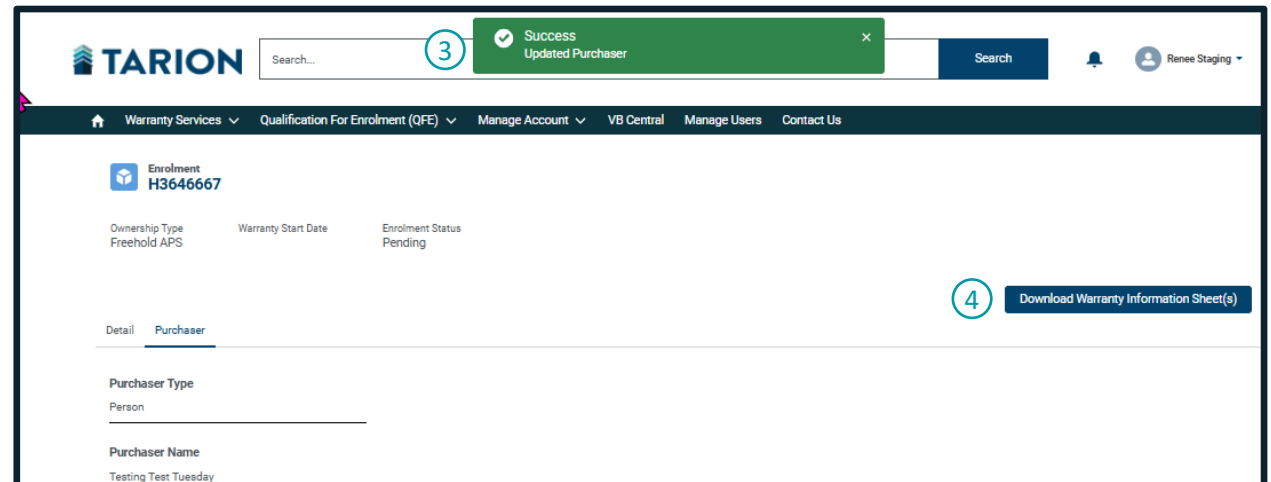
- Spelling mistake on purchaser info
- Purchaser for this home has changed

Cancel **Submit**

Edit Enrolments & Warranty Information Sheets | Update Purchaser Information

When selecting to update purchaser due to spelling mistake, you will be directed to the pop up where you can edit the fields. Note: you cannot remove purchaser information on this page (refer to page 48)

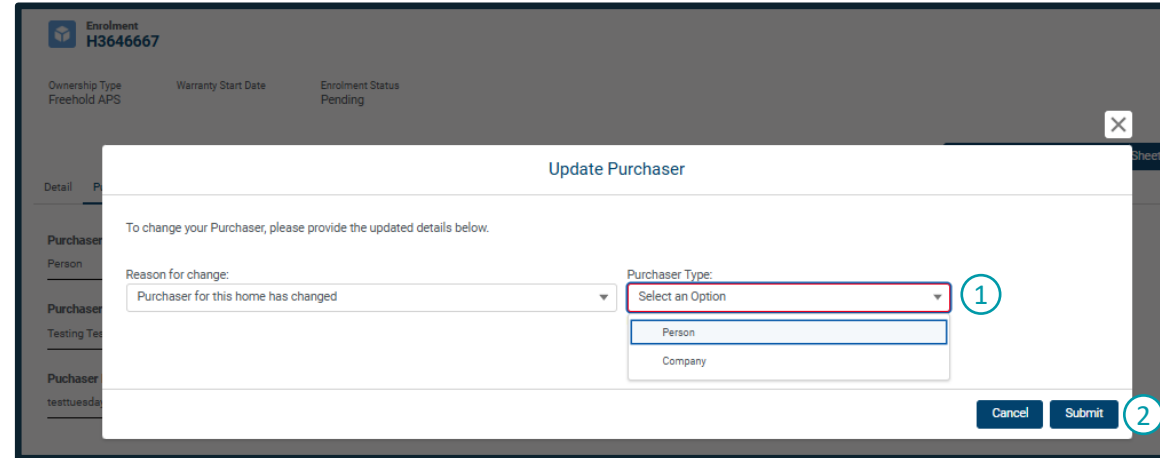
1. Update the appropriate field(s)
2. Click the [Submit](#) button
3. You will receive a green pop message to confirm the changes have been made
4. Select the [Download Warranty Information Sheet\(s\)](#) button to print a new form for your purchaser

Edit Enrolments & Warranty Information Sheets | Update Purchaser Information

When selecting to update purchaser due to change of purchaser you will be directed to the pop up to select the **Purchaser Type**

1. Select **Person** or **Company** from the **Purchaser Type** drop down.
2. Click the **Submit** button
3. Enter the details of the new purchaser the purchaser type selected
4. You will be required to upload supporting documentation for the change of purchaser. Select the document you will be uploading from the **Document Type** dropdown. **Note:** you must upload both documents listed in the drop down
5. After selecting the document type, use the **Upload Files** button to select the document from your computer or drag and drop your document onto the buttons
6. Once all documents have been uploaded, click **Submit**



Update Purchaser

To change your Purchaser, please provide the updated details below.

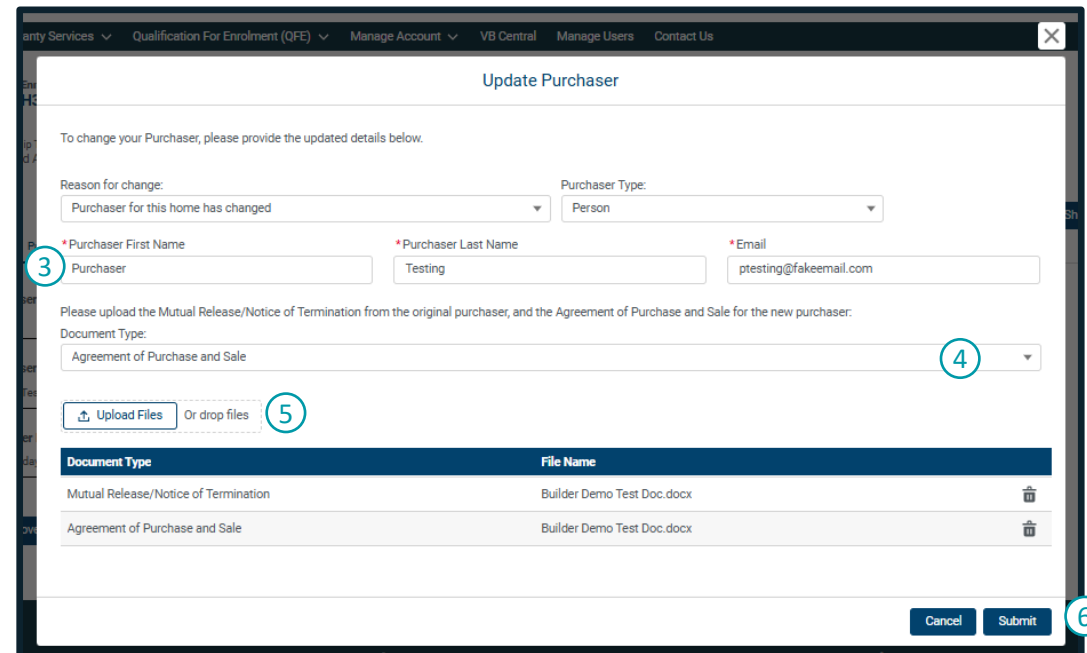
Reason for change: Purchaser for this home has changed

Purchaser Type: Select an Option

Person

Company

Cancel Submit



Update Purchaser

To change your Purchaser, please provide the updated details below.

Reason for change: Purchaser for this home has changed

Purchaser Type: Person

*Purchaser First Name: Purchaser

*Purchaser Last Name: Testing

*Email: ptesting@fakeemail.com

Please upload the Mutual Release/Notice of Termination from the original purchaser, and the Agreement of Purchase and Sale for the new purchaser.

Document Type: Agreement of Purchase and Sale

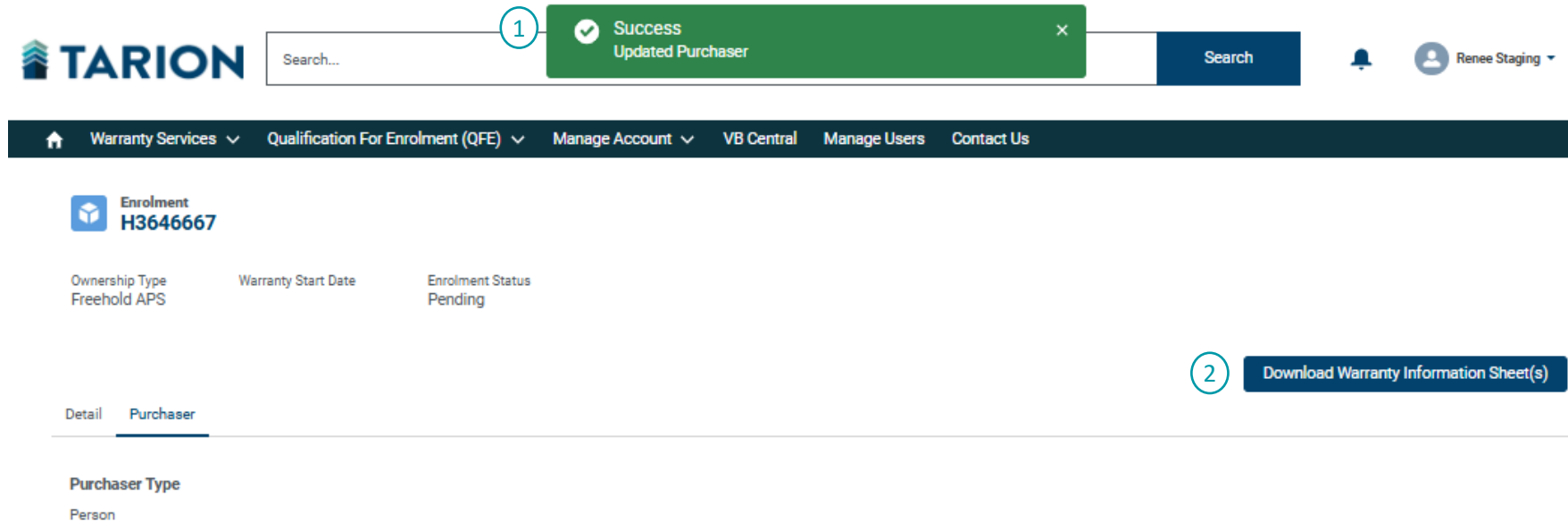
Upload Files Or drop files

Document Type	File Name
Mutual Release/Notice of Termination	Builder Demo Test Doc.docx
Agreement of Purchase and Sale	Builder Demo Test Doc.docx

Cancel Submit

Edit Enrolments & Warranty Information Sheets | Update Purchaser Information

1. Upon submitting your changes, you will receive a green pop message to confirm the changes have been made
2. Select the [Download Warranty Information Sheet\(s\)](#) button to print a new form for your purchaser

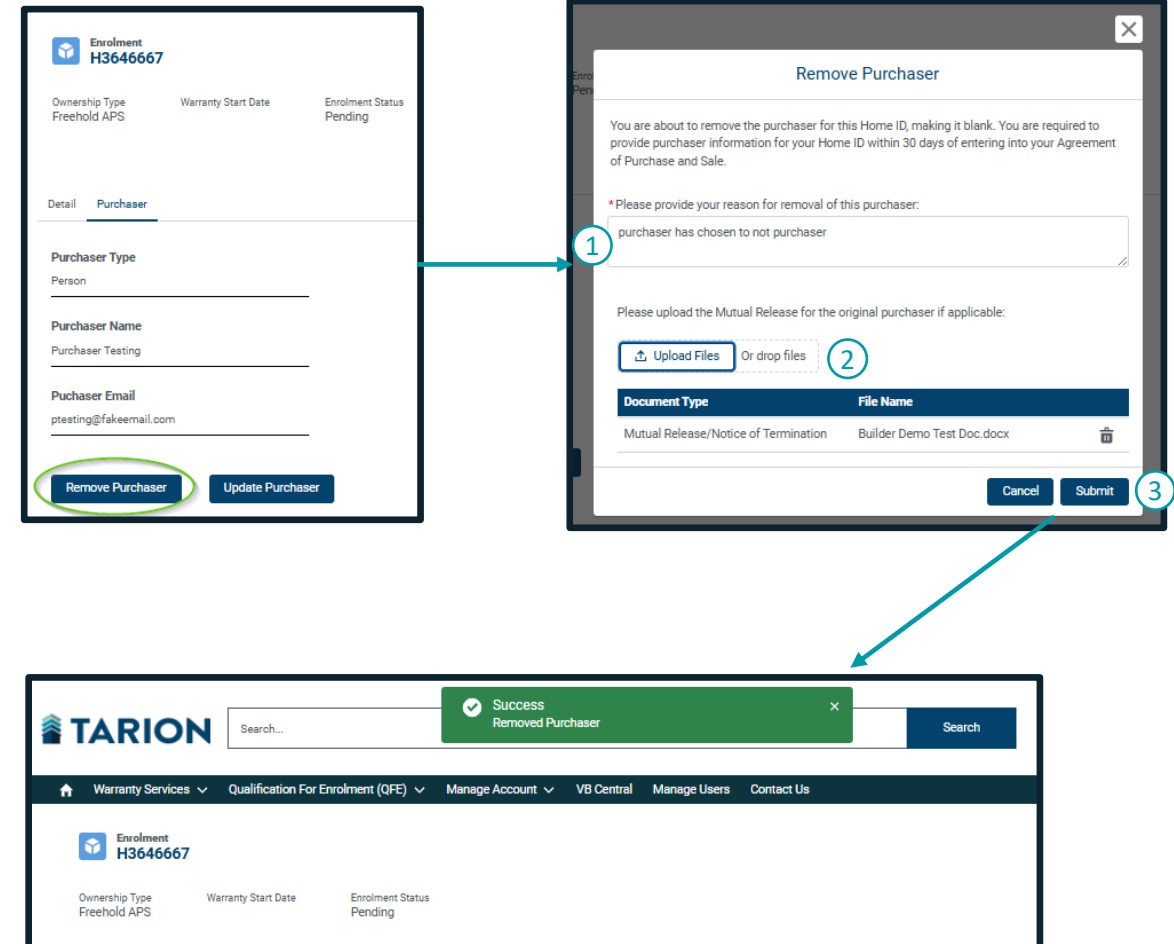


The screenshot displays the TARION web application interface. At the top, there is a search bar with a green success message pop-up that reads "Success Updated Purchaser". Below the search bar is a navigation menu with links: Warranty Services, Qualification For Enrolment (QFE), Manage Account, VB Central, Manage Users, and Contact Us. The main content area shows details for an enrolment with ID H3646667. The ownership type is Freehold APS, the warranty start date is blank, and the enrolment status is Pending. A button labeled "Download Warranty Information Sheet(s)" is visible, marked with a circled '2'. Below the enrolment details, there is a section for the purchaser, showing the purchaser type as Person.

Edit Enrolments & Warranty Information Sheets | Remove Purchaser Information

Select the **Remove Purchaser** button to remove the purchaser information from a Home ID/enrolment previously submitted

1. Enter the reason you are removing the purchaser information in the **Please provide your reason for removal of this purchaser** box
2. Upload the Mutual Release document (if applicable) using the **Upload Files** button to or by drag and drop the file onto the buttons
3. Click the **Submit** button
4. You will receive a green popup message confirming your submission. Note: You will be required to provide Tarion with the new purchaser information within 30 days (refer to pages 44-47)



The first screenshot shows the 'Enrolment H3646667' page with the 'Purchaser' tab selected. The 'Remove Purchaser' button is highlighted with a green circle. An arrow points from this button to the 'Remove Purchaser' modal window.

The 'Remove Purchaser' modal window contains the following elements:

- A text area for the reason for removal, labeled with a circled '1'.
- An 'Upload Files' button, labeled with a circled '2'.
- 'Cancel' and 'Submit' buttons, labeled with a circled '3'.


An arrow points from the 'Submit' button to the final screenshot, which shows a green success message 'Success Removed Purchaser' at the top of the main interface.

Edit Enrolments & Warranty Information Sheets | Update Enrolment/Home ID Details - Freehold


Select the [Update Enrolment/Home ID Details](#) button to edit enrolment details for previously submitted Home IDs or enrolments

1. Select [Freehold](#) from the [Please select a Construction Type](#) drop down
2. You will be presented with a table containing all previously submitted Home IDs/Enrolments
3. Use the [Search & Filter](#) to narrow down the results displayed on the table (refer to page 15)
4. Click on the Home ID/Enrolment number link to open the edit page

Select what you would like to edit:



Update/Remove Purchaser
Update or remove Purchaser information from an existing Enrolment or Warranty Information Sheet where there is no longer a Purchaser.



Update Enrolment/Home ID Details
Edit enrolment details for previously submitted Enrolments or Warranty Information Sheets.

Select the Enrolments/Warranty Information Sheets to update:

Please select a Construction Type: ①

Select the Enrolments/Warranty Information Sheets to update:

Please select a Construction Type:

③ [Search & Filter](#)


Enrolment Number	Terms & Conditions ID	Batch Number	Purchaser Name	Purchaser Email	Civic Address	Legal Address	Enrolment Stat...	Ownership Type	Home Type
H3646667	TC-657237	BP322261	Test Test Tuesday	testtuesday@fakeemail.ca	TestTuesday, TORONTO, ON,	Lot: 34 Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Detached
H3645451 ④	TC-657237	BP322248	Person testing	aidan.tsang+1234@tarion.com	5160 Yonge Street, TORONTO, ON, M2N 6L9	Lot: 1 Plan: 1 Block: 1 Concession: 1 Municipality: TORONTO, CITY		Freehold APS	Detached
H3645450	TC-657237	BP322247	Renee Cayden	rc@fakehomeowner.com	Alleyne Place, TORONTO, ON,	Lot: 14 Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold APS	Detached

Edit Enrolments & Warranty Information Sheets | Update Enrolment/Home ID Details - Condo


Select the [Update Enrolment/Home ID Details](#) button to edit enrolment details for previously submitted Home IDs or enrolments

1. Select [Condo](#) from the [Please select a Construction Type](#) drop down
2. Select the Common Element enrolment from the [Please select the corresponding Common Element Enrolment Number](#) drop down
3. You will be presented with a table containing all previously submitted Home IDs/Enrolments
4. Use the [Search & Filter](#) to narrow down the results displayed on the table (refer to page 15)
5. Click on the Home ID/Enrolment number link to open the edit page (edits through template refer to pages 54-56)

Select what you would like to edit:



Update/Remove Purchaser
Update or remove Purchaser information from an existing Enrolment or Warranty Information Sheet where there is no longer a Purchaser.



Update Enrolment/Home ID Details
Edit enrolment details for previously submitted Enrolments or Warranty Information Sheets.

Select the Enrolments/Warranty Information Sheets to update:

Please select a Construction Type: Select 1

Select the Enrolments/Warranty Information Sheets to update:

Please select a Construction Type: Condo

Please select the corresponding Common Element Enrolment Number: H3645329 2


You will only be able to select Common Element Enrolment Numbers which have remaining units to enrol.

4 Search & Filter

Enrolment Number	Terms & Conditions ID	Batch Number	Purchaser Na...	Purchaser Em...	Civic Address	Legal Address	Enrolment Sta...	Ownership Type	Home Type
<input type="checkbox"/> H3646763	TC-657235	BP322347	Jane Snow	jsnow@noemail.com	22 Jones Avenue, 101, HAMILTON, ON,	Lot: Plan: Pt Lot 3 Block: Unit# 101 Level: 1 Concession: Municipality: HAMILTON, CITY		Standard Condominium	Townhouse
<input type="checkbox"/> H3646746	TC-657235	BP322330			4725 Test, 231, TORONTO, ON, M2N 6L9	Lot: 3 Plan: Pt Lot 3 Block: 3 Unit# 3 Level: 43 Concession: 56 Municipality: TORONTO, CITY	Enrolled	Standard Condominium	Townhouse
<input type="checkbox"/> H3646745	TC-657235	BP322330			4725 Test, 123, TORONTO, ON, M2M2M2	Lot: 3 Plan: Pt Lot 3 Block: 3 Unit# 4554 Level: 2 Concession: 4 Municipality: TORONTO, CITY	Enrolled	Standard Condominium	Townhouse

Edit Enrolments & Warranty Information Sheets | [Edit Page](#)

- After selecting the Home ID/Enrolment link for either freehold or condo, you will be directed to the enrolment details page.
 - Edits can be made to the Civic/legal address and Estimated Selling Price
1. Select the **Edit** button to open the eligible field that can be edited



Enrolment

H3646667

Ownership Type

Freehold APS

Warranty Start Date

Enrolment Status

Pending

Download Warranty Information Sheet(s)

Detail

Purchaser

Enrolment Number

H3646667

VBA Application ID

4

Terms and Condition Name

TO-657237

Vendor #

B70099

Vendor

Test VB1

VBA Application ID

4

Enrolment Date

2025-04-17

Enrolment Status

Pending

Reason(s)

Fees Outstanding

Record Type ID

UNIT

Purpose

Regular Enrolment

Builder #

B70099

Builder

Test VB1

Ownership Type

Freehold APS

Condo Unit Type

WSD follows old CSS timelines

☒
☐

Home Type

Detached

Lot

34

Plan

Block

Province

ON

Concession

Estimated Selling Price

\$780,000.00

Enrolment Fee HST

\$219.05

HCRA Property Registration Fee

\$145.00

Link to Home Document

Content Manager

Content Manager

Created By

Renee Staging

Last Modified By

Renee Staging

Street Number

Street Name

TestTuesday

City

TORONTO

Municipality

TORONTO, CITY

Postal Code

Legal Address

Lot: 34 Plan: Block: Concession: Municipality: TORONTO, CITY

Enrolment Fee

\$1,655.00

HCRA Property Registration Fee HST

\$18.85

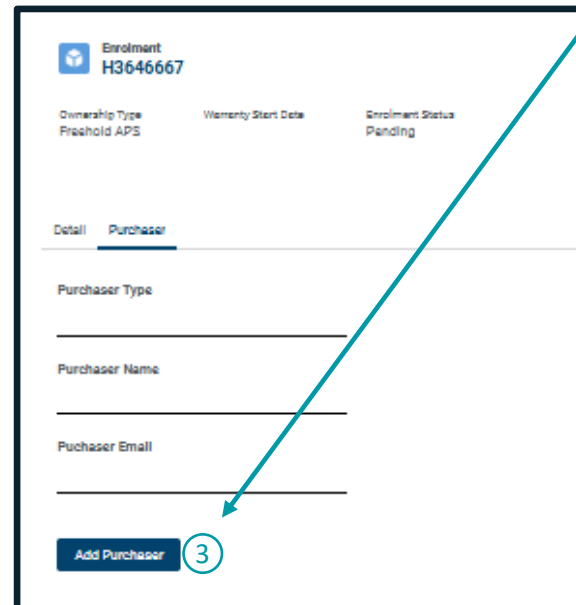
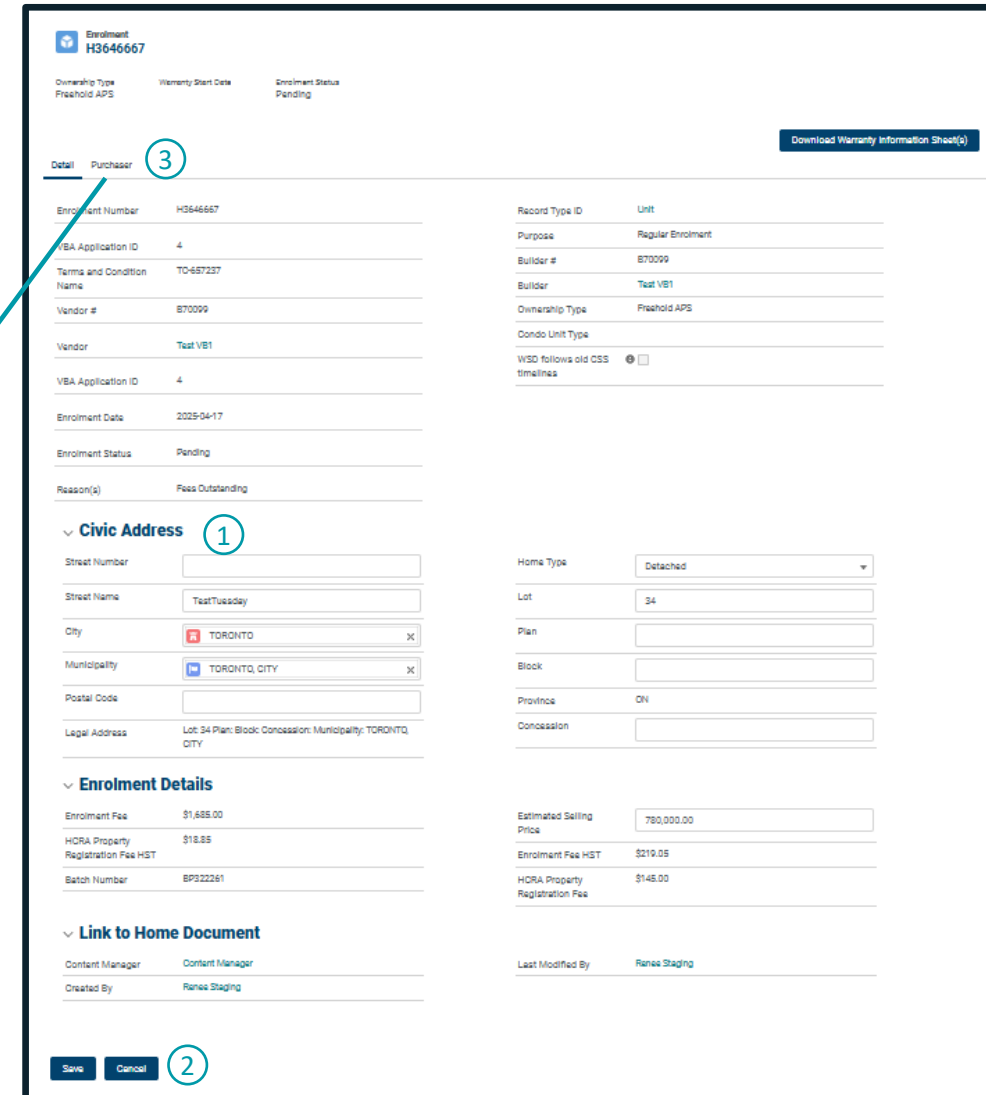
Batch Number

BP922261

Edit

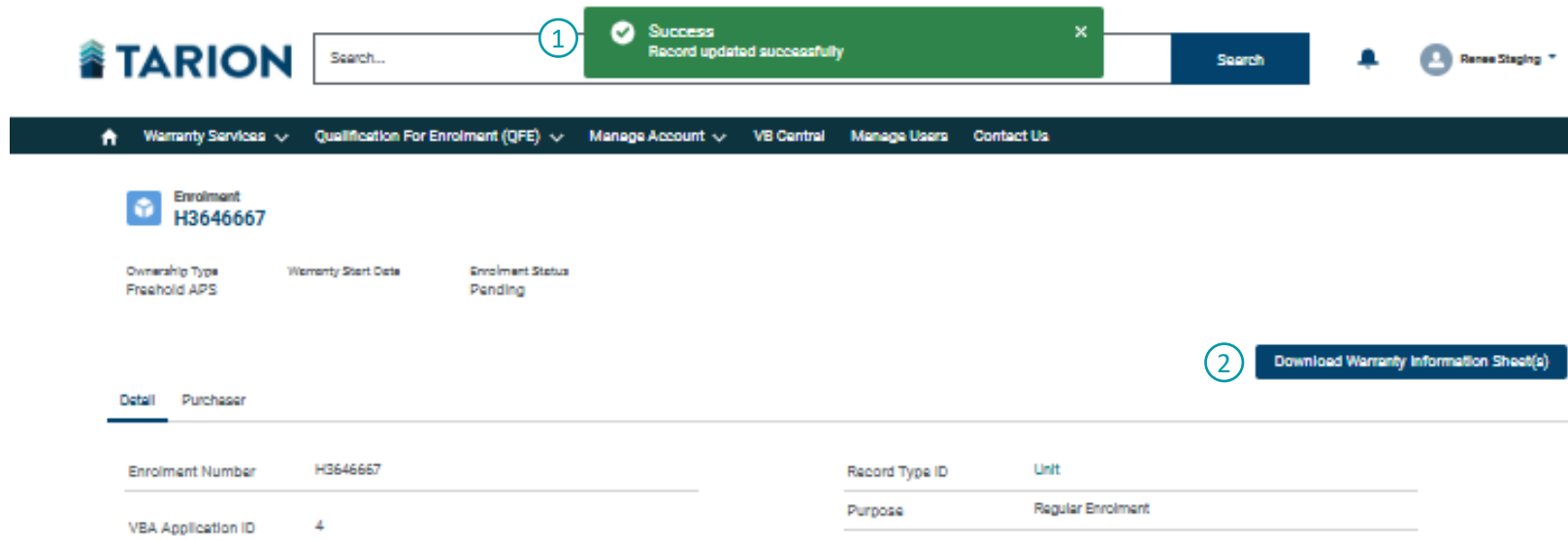
Edit Enrolments & Warranty Information Sheets | Edit Page

1. Make edits to the civic/legal address and/or estimated selling price.
2. Once you have made the edits in the appropriate fields, click the **Save** button
3. If you have not previously provided the purchaser information, you can add this by selecting the **Purchaser** tab and click the **Add Purchaser** button

Edit Enrolments & Warranty Information Sheets | [Edit Page](#)

1. Upon submitting your edits, you will receive a green pop message to confirm the changes have been made
2. Select the [Download Warranty Information Sheet\(s\)](#) button to print a new form for your purchaser



The screenshot shows the TARION web application interface. At the top, there is a search bar with a green success message pop-up that says "Success Record updated successfully". Below the search bar is a navigation menu with options: Warranty Services, Qualification For Enrolment (QFE), Manage Account, VB Central, Manage Users, and Contact Us. The main content area displays an "Enrolment H3646667" with details: Ownership Type: Freehold APS, Warranty Start Date, and Enrolment Status: Pending. A button labeled "Download Warranty Information Sheet(s)" is highlighted with a circled '2'. Below this, there are two tabs: "Detail" and "Purchaser". The "Detail" tab is active, showing a table with the following data:

Enrolment Number	H3646667	Record Type ID	Unit
VBA Application ID	4	Purpose	Regular Enrolment

Edit Enrolments & Warranty Information Sheets | Update mass Home ID/Enrolments through template

1. To edit enrolment details for multiple enrolments at the same time, select the checkbox to the left of the enrolment number(s) or the checkbox in the header of the table to select all Home IDs or enrolments
2. Select the [Submit through template](#) button, you will be redirected to download the template file

Select the Enrolments/Warranty Information Sheets to update:

Please select a Construction Type: Freehold

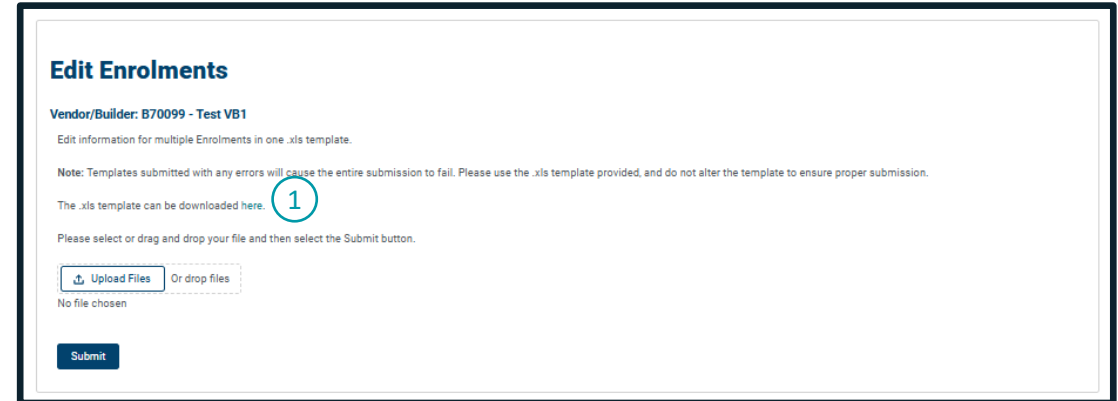
Search & Filter

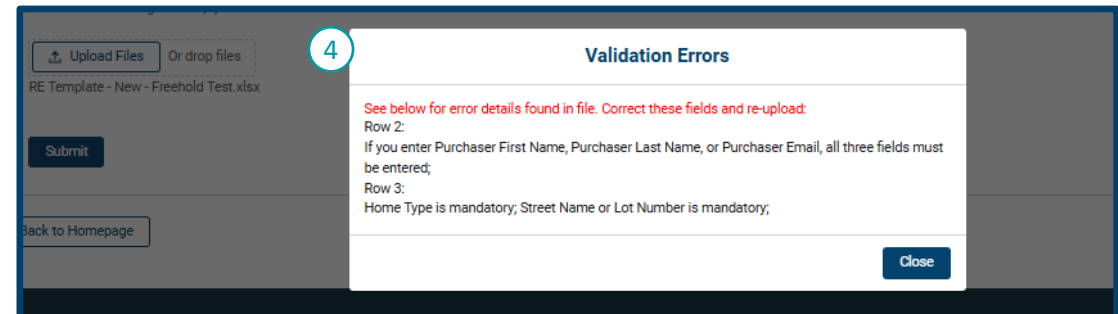
<input checked="" type="checkbox"/>	Enrolment Number	Terms & Conditions ID	Batch Number	Purchaser Na...	Purchaser Em...	Civic Address	Legal Address	Enrolment Sta...	Ownership Type	Home Type
<input checked="" type="checkbox"/>	H3646667	TC-657237	BP322261			4545 TestTuesday, TORONTO, ON,	Lot: 34 Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Detached
<input checked="" type="checkbox"/>	H3645451	TC-657237	BP322248	Person testing	aidan.tsang+1234@tarion.com	5160 Yonge Street, TORONTO, ON, M2N 6L9	Lot: 1 Plan: 1 Block: 1 Concession: 1 Municipality: TORONTO, CITY		Freehold APS	Detached
<input checked="" type="checkbox"/>	H3645450	TC-657237	BP322247	Renee Cayden	rc@fakehomeowner.com	Alleyne Place, TORONTO, ON,	Lot: 14 Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold APS	Detached
<input checked="" type="checkbox"/>	H3645439	TC-657237	BP322244	Purchaser Morris	renee.morris+morris@tarion.com	124 Whatever Ave, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY		Freehold APS	Detached
<input checked="" type="checkbox"/>	H3645438	TC-657237	BP322244	Monday Purchaser	renee.morris+monday@tarion.com	123 Whatever Avenue, AJAX, ON,	Lot: Plan: Block: Concession: Municipality: AJAX, TOWN		Freehold APS	Detached
<input checked="" type="checkbox"/>	H3645431	TC-657237	BP322240	1 1	1@fake.com	32142 Mass Enrolment Test, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Detached
<input checked="" type="checkbox"/>	H3645430	TC-657237	BP322240	1 2	2@fake.com	32141 Mass Enrolment Test, TORONTO, ON,	Lot: Plan: Block: Concession: Municipality: TORONTO, CITY	Pending	Freehold APS	Detached

Submit through template

Edit Enrolments & Warranty Information Sheets | Update mass Home ID/Enrolments through template

1. Select to download the template
 - The template will download with the Home ID/Enrolments selected and the fields will be pre-populated with the information previously submitted
 - Updates can be made to the Civic/Legal Address and Estimated Selling Price
 - After editing the information on the template, save the template in .xlsx format on your computer.
2. Select the **Upload Files** button or drag and drop your file onto the button to upload. You will see the file name appear below the buttons
3. click the **Submit** button to upload
4. Should the file contain missing information or errors you will receive a pop up advising which rows need to be resolved





Edit Enrolments & Warranty Information Sheets | Update mass Home ID/Enrolments through template

1. Once you have successfully submitted your edits, you will be directed to the [Edits processed successfully](#) page. Use the [Print](#) button to print a copy for your records


Edits processed successfully

Your request is being processed


Print
1

Date & Time of Submission: 2025-05-07, 02:54 p.m.
Vendor: B70099 - Test VB1

Summary


H3646667

Batch #: BP322261	Postal Code:	Concession:	Purchaser Name:
Street Number: 4546	Lot: 34	Home Type: Detached	Purchaser Email:
Street Name: TestTuesday	Block:	Ownership Type: Freehold APS	
City: TORONTO	Plan:	Estimated Selling Price: \$780,000.00	
Municipality: TORONTO, CITY			


H3645431

Batch #: BP322240	Postal Code:	Concession:	Purchaser Name: 1 1
Street Number: 3214	Lot:	Home Type: Detached	Purchaser Email: 1@fake.com
Street Name: Mass Enrolment Test	Block:	Ownership Type: Freehold APS	
City: TORONTO	Plan:	Estimated Selling Price: \$550,000.00	
Municipality: TORONTO, CITY			



Thank you

