

CHAPTER 3

HOME WARRANTY REGISTRATION in ALBERTA

Obtaining a Building Permit

Applying for Home Warranty Coverage:

- Single Detached Dwelling Unit – Schedule C-1
- Duplex or Triplex – Schedule C-2
- Multi-Unit Building – Schedule C-3
- Manufactured / Modular Home – Schedule C-4

NHBPS – Builder Training Guide



OBTAINING A BUILDING PERMIT in ALBERTA

1. New Home Buyers Protection Office DOCUMENT (NHBPO)

Builder must obtain the “New Home Registration Form” directly from NHBPS prior to submitting a housing registration to Travelers Insurance Company of Canada.

Forms: Effective February 1, 2014, NBHPS will be administering the delivery of all New Home Registration Forms in conjunction with the collection of the \$95.00 per dwelling unit Registration fee.

PLEASE NOTE:

The NHBPS New Home Registration Form is only available once Travelers Canada has registered the residential unit for warranty coverage and electronically sealed the form. Please refer to NHBPS Builder Training Guide.

Please refer to <http://www.homewarranty.alberta.ca/> to request a New Home registration Form for your current project(s). You will require the civic address and legal description for the project. If you have any questions or problems with the system please contact NHBPO at 1-866-421-6929 or contact Travelers Canada.

If you require your Account Name and Password, please contact New Home Buyers Protection Office directly.



Schedule “C-1”-AB

Application for Home Warranty Coverage in Alberta Detached Dwelling

Applicant Information:
Builder (Company Name): _____ Builder No.: _____
Contact Person: _____

New Home Information:
Project Address: _____ (Post Code) _____

Legal Description: _____ (City) _____
_____ (Lot) _____ (Block) _____ (District Lot)

Parcel Identifier (PID): _____ (Plan) _____ (Township) _____ (Range)

Custom Home Spec-Home Registered Owner of Land:

Est. Date of Completion: _____ Construction Cost \$: _____

Plan Review: Where the construction cost exceeds \$500,000, a unique design series, or the house is in an exposed location, the building plans/elevations must be submitted. A PDF copy is preferred and can be directed to a Travelers Insurance Company of Canada's area representative.

Unit Ownership Type:
 Freehold Leased Land Bare Land First Nations Land Other: _____

Unit Type:
 Site Built (site assembled) Major Conversion - Heritage Redevelopment (subject to conversion audit approval) Other: _____

All Attached Dwellings in unregulated territories are subject to Building Code compliance inspections. Contact your Travelers Insurance Company of Canada's Underwriter or Technical Representative for further information.

If any labour, materials, or design is provided by Owner, inform Travelers Insurance of Canada.

CONSTRUCTION REQUIREMENTS: THE ATTACHED "PROJECT INFORMATION SHEET" MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION. INCOMPLETE APPLICATIONS WILL CAUSE DELAYS.

Warranty Premiums
1) Refer to Warranty Premium from Travelers Insurance Company of Canada's Terms & Conditions letter
2) Payment options:
a) Cheque payable to Travelers Insurance Company of Canada (must be issued by the Builder), or
b) Complete and return Credit Card Authorization Form. Premium \$: _____

Warranty Premium is tax exempt

New Home Registration Form: A completed New Home Registration Form will have to be completed by the Builder with the NHBPO prior to Travelers Insurance Company of Canada registering this project for home warranty coverage.

Alberta: The Builder is required to register the units with the New Home Buyers Protection Office. Please contact them at www.homewarranty.alberta.ca or 1-866-421-6929 for more information.

Authorized Signature: Upon execution of this application form, the terms and conditions as set out herein and in the Builder Agreement apply, and the undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

(Builder's Signature) _____ (Date of Application) _____
* The Builder cannot submit an application for home warranty coverage for any other party.*

Travelers Canada:
Toll Free: 1-800-455-9431
Toll Free Fax: 1-877-762-7622

Vancouver: 202 - 460 West Georgia Street, P.O. Box 1162, Vancouver, BC, V6B 4G7, Tel: (604) 682-2095
Edmonton: 2500 Tower 1, Scotia Plaza, 1200 Jasper Avenue, Edmonton, AB T5C 3R8, Tel: (780) 424-0981
Calgary: Acadiane Tower, Suite 810, 542 - 17 Avenue S.W., Calgary, AB T2P 0A2, Tel: (403) 269-4252

2. TRAVELERS CANADA DOCUMENTS

Builder must complete **all Sections & all Pages** of the applicable Travelers Canada “Application for Home Warranty Coverage” document:

- Single Detached Dwelling Unit (Schedule C-1)
- Duplex or Triplex (Schedule C-2)
- Multi-Unit Building (Schedule C-3)
- Manufactured / Modular Home (Schedule C-4)

Questions? Helpful instructions and sample documents are contained within this section of your Travelers Canada binder.

Need Additional Assistance? A Travelers Canada Housing Registration staff member will be pleased to help you.



OBTAINING A BUILDING PERMIT in ALBERTA

TRAVELERS  **Schedule "C-1"-AB**

Application for Home Warranty Coverage in Alberta
Detached Dwelling

Applicant Information:
Builder (Company Name): _____ Builder No.: _____
Contact Person: _____

New Home Information:
Project Address: _____ (Street) _____ (City) _____ (Postal Code)
Legal Description: _____ (Lot) _____ (Section) _____ (Block) _____ (District Lot)
Parcel Identifier (PID): _____ (Plan) _____ (Township) _____ (Range)
Custom Home or Spec Home Registered Owner of Land _____
Est. Date of Completion: _____ Construction Cost \$: _____

Plan Review: Where the construction cost exceeds \$100,000, a unique design assist, or the house is in an exposed location, the building plans/revisions must be submitted. A PCR copy is preferred and can be directed to a Travelers Insurance Company of Canada's area representative.

Just Constructing Type:
 New Build Limited Land Bare Land First Nations Land Other _____
 Factory Built (site assembly) Major Conversion - Heritage Rehabilitation (subject to conversion audit approval) Other _____

Warranty Premiums:
1) Refer to Warranty Premium from Travelers Insurance Company of Canada's Terms & Conditions letter
2) Payment options:
a) Cheque payable to Travelers Insurance Company of Canada (must be issued by the Builder), or
b) Complete and return Credit Card Authorization Form
Premium \$ _____ Warranty Premium is tax exempt

New Home Registration Registration Form: A completed New Home Registration Form will have to be completed by the Builder with the NHBPC prior to Travelers Insurance Company of Canada registering this project for home warranty coverage in Alberta. The Builder is required to register the units with the New Home Buyers Protection Office. Please contact them at www.newhomebuyersprotection.ca or 1-800-421-1900 for more information.

Authorized Signature: Upon execution of this application form, the terms and conditions as set out herein and in the Builder Agreement apply, and the undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

Builder's Signature: _____ (Date of Application) _____
*The Builder cannot submit an application for home warranty coverage for any other party.

Travelers Canada:
Toll Free: 1-800-555-0431 Office Use Only Home Warranty Certificate No. _____
Toll Free Fax: 1-877-762-7922

Vancouver: 2500-105 West Georgia Street P.O. Box 11542, Vancouver, BC, V6B 4N7 Tel: (604) 482-3096
Edmonton: 2800 Tower 1, Scotia Place 1000 Jasper Avenue, Edmonton, AB T5J 2R8 Tel: (780) 429-0881
Calgary: Aquaterra Tower, Suite 810 540 - 17 Avenue S.W., Calgary, AB T2P 2N2 Tel: (403) 248-6252

Page # of 2 (Rev. January 2014)

3. SUBMIT TO TRAVELERS CANADA

Once completed, submit ALL of the following documents to Travelers Canada:

- Travelers Canada *Application for Home Warranty Coverage and Project Information Sheet(s)*.
- Travelers Canada *List of Units* (if multi-family units).
- Additional documentation requested on the Travelers Canada *Application*.
- Cheque for Travelers Canada premiums or Credit Card Authorization Form.
- Incomplete documents will cause delays in obtaining your Building Permit.
- Courier, mail, email or drop off to Travelers Canada.
- In person: You are always welcome to visit our office, but please call in advance to schedule a meeting if you specifically wish to speak with a Home Registration Staff Member or Tech Rep.

Travelers Canada will:

- Review your application & any additional information required as quickly as possible.
- Assign a home registration # upon acceptance.
- Apply our electronic corporate seal to the *NHBPS Registration Form* indicating warranty acceptance.
- NHBPS will then have the New Home Registration Form available via the Builder Portal. In the Enrollments section, the form status will state that it is "Ready for Download".

TRAVELERS  **TRAVELERS CANADA**
Suite 2000, P.O. Box 11542
600 West Georgia St.
Vancouver, British Columbia V6B 4N7
Tel: (604) 482-3096
www.travelerscanada.ca

CREDIT CARD AUTHORIZATION FORM
For Application for Home Warranty Coverage

Builder Company Name: _____
Builder #: _____
Builder Company Address: _____
Contact Person: _____
Tel: _____ Fax: _____
Email: _____
Project Address: _____
Application Date: _____

When duly signed, this form gives Travelers Insurance Company of Canada authority to charge the sum detailed below to the following credit card:

Card Type (please circle one): Visa / MasterCard
Card #: _____ Expiry: _____
Name on Card: _____
Signature: _____
Amount to Charge to Card (CDN \$): _____
Amount in Words: _____
Notes/Comments: _____

Please submit original by mail or fax to (604)682-3096. Please note that this form will not be accepted by email.

It, Paul First is the Builder Insurance Company and Travelers Insurance Company of Canada are the Canadian Licensed Insurers Members of Travelers Canada

PAYMENT OPTIONS:

By Cheque – please make all cheques payable to "Travelers Insurance Company of Canada".

By Credit Card – please complete the Credit Card Authorization Form

OBTAINING A BUILDING PERMIT in ALBERTA

 Alberta Government

Approved New Home Registration

New Home Buyer Protection Office

New Home Buyer Protection Office
 Alberta Municipal Affairs
 16th Floor, Commerce Place
 10155 - 102 Street
 Edmonton, Alberta T5J 4L4
 Tel 1-866-421-8929
 Fax 780-427-2538

Registration Form ID: 14RF0111426
 Status: Approved Registration
 Approval Date: 2014-02-06

Builder: Cavanaugh Homes Ltd.
 Address: 5807-149 Ave, Edmonton AB T5A 0E1
 Phone Number: 780-476-0000
 Website: www.cavanaugh.ca

Warranty Provider: The Alberta New Home Warranty Program
 Phone: 1-800-321-7654
 Website: www.anhwp.com

Property Information

Property 1
 Property Type: Single Detached Home
 Total Number of Units: 1
 Warrantable Common Property: No
 Additional Warranty on Building Envelope: No

Registration Unit ID	City Address	Legal Description	LRNC
14RF0111733	123-456 Street NW Edmonton, Alberta T6G 1T4	Lot 2, Block 27, Plan 717HW	

New Home Buyer Protection Approved on February 6, 2014


 Registrar



This form is on record as compliance or non-compliance with provisions of the New Home Buyers Protection Act and Regulations. Pursuant to the New Home Buyers Protection Act, the "Owner/Builder" and/or the "Residential Buyer" are responsible for meeting the requirements of the Act.

4. BUILDING PERMIT

Once the *NHBPA New Home Registration Form* has been sealed & you are able to download it and print it from the NHBPS Builder Portal, take it to your city, municipality or regional district. They will then process your application for a building permit.

SINGLE DETACHED DWELLING UNIT

(Page 1 of 2)



Schedule "C-1"-AB

Application for Home Warranty Coverage in Alberta
Detached Dwelling

Applicant Information:
 Builder (Company Name): _____ Builder No.: _____
 Contact Person: _____

New Home Information:
 Project Address: _____
 Legal Description: _____
 Parcel Identifier (PID): _____

Custom Home: or Spec Home Registered Owner of Land: _____
 Est. Date of Completion: _____ Construction Cost \$: _____

Plan Review: Where the construction cost exceeds \$500,000, a unique design exists, or the house is in an exposed location, the building plans/elevations must be submitted. A PDF copy is preferred and can be directed to a Travelers Insurance Company of Canada's area representative.

Unit Ownership Type:
 Freehold Leased Land Bare Land First Nations Land Other: _____

Unit Type:
 Site built Factory Built (site assembled) Major Conversion - Heritage Redevelopment (subject to conversion audit approval) Other: _____

All Detached Dwellings in unregulated territories are subject to Building Code compliance inspections. Contact your Travelers Insurance Company of Canada's Underwriter or Technical Representative for further information.
 If any labour, materials, or design is provided by Owner, inform Travelers Insurance of Canada.

CONSTRUCTION REQUIREMENTS: THE ATTACHED "PROJECT INFORMATION SHEET" MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION. INCOMPLETE APPLICATIONS WILL CAUSE DELAYS.

Warranty Premiums
 1) Refer to Warranty Premium from Travelers Insurance Company of Canada's Terms & Conditions letter
 2) Payment options:
 a) Cheque payable to Travelers Insurance Company of Canada (must be issued by the Builder), or
 b) Complete and return Credit Card Authorization Form

Premium \$ _____
 _____ Warranty Premium is tax exempt

New Home Registration Registration Form: A completed New Home Registration Form will have to be completed by the Builder with the NHBPO prior to Travelers Insurance Company of Canada registering this project for home warranty coverage.
Alberta: The Builder is required to register the units with the New Home Buyers Protection Office. Please contact them at www.homewarranty.alberta.ca or 1-866-421-6929 for more information.

Authorized Signature: Upon execution of this application form, the terms and conditions as set out herein and in the Builder Agreement apply, and the undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

 (Builder's Signature) _____ (Date of Application)

* The Builder cannot submit an application for home warranty coverage for any other party.*

Travelers Canada:
 Toll Free: 1-800-555-9431
 Toll Free Fax: 1-877-762-7922

Office Use Only: Home Warranty Certificate No.

Vancouver:
 2500 - 550 West Georgia Street
 P.O. Box 11542, Vancouver, BC, V6B 4N7
 Tel (604) 682-3055

Edmonton:
 2500 Tower 1, Scotia Plaza
 10050 Jasper Avenue
 Edmonton, AB T5J 3R8
 Tel (780) 428-0881

Calgary:
 Acoutaine Tower, Suite 810
 540 - 5th Avenue S.W., Calgary, AB T2P 0M2
 Tel (403) 265-6252

(Page 1 of 2) (Rev January 2014)

Applicant Info: Insertion of all info helps to speed processing for Travelers Canada staff.

New Home Information
 Provide as much information as possible (i.e. indicate full civic **and** legal description of new home). If there is only a legal description available & the municipality has not assigned a full civic address, provide legal description **and** street name (if available).

Construction Cost: Provide the estimated construction costs not including land and soft costs.

- Travelers Canada Warranty Premium**
- Refer to your *Terms & Conditions of Acceptance* letter for your confidential & unique warranty premium.
 - NO GST required.
 - Cheque payable: "Travelers Canada"
 - Cheque must be submitted in the name of the Travelers Canada Builder.
 - Payment can be made by Credit Card. Complete the Credit Card Authorization Form and submit it by mail, email or fax.

NHBPS Fees (See Section 2 of this binder for fee information)

1) Registration Fee..... \$ 95.00 per residential unit.

- NO GST required.

Effective February 1, 2014, the New Home Buyer Protection Office will collect the \$95.00/Residential Unit Registration Fee directly. This must be done in connection with their issuance of a NHBPS New Home Registration Form for each new residential unit that will be required to be registered for Home Warranty. **This must be done prior to submitting this form to Travelers Canada. Please contact NHBPO at [http://www.homewarranty.alberta.ca/](http://www.homewarranty.alberta.ca) or 1-866-421-6929.**

Applicant Info: Insertion of all information helps to speed processing for Travelers Canada staff.

Schedule "C-1"-AB

Project Information

1. GENERAL INFORMATION

- a) Finished Area: _____ + Unfinished Area: _____ = Size: _____ (sq. ft.)
 b) Unfinished Basement: No Yes Total # of Stories in the House: _____
 c) Garage: (Attached / Detached) No Garage:
 d) Location Topography: Flat Hillside Atop a Ridge Valley Floor
 e) City Sanitary Sewer Septic Field City Water Well Water
 f) Storm Drainage System connected to: Development Storm System Other: _____
 g) Geothermal Heat: No Yes Engineer's Name: _____
 h) Work provided by Owner: No Yes If yes, a detailed list of work to be provided by Owner.
 i) Structural Engineer: No Yes Name: _____

2. **SOILS** Travelers Insurance Company of Canada requires a geotechnical review and written report(s) by an experienced engineer. In cases where there exists a previous report for an entire development this will be sufficient, upon a review of the application a site specific Geotech review may be required. Failures due to building defects, non-compliance, errors, omissions, not completing a thorough geotechnical investigation, or not following competent engineering practices may be considered a Builder responsibility.

- a) Soil Type: _____
 b) Fill on Site: No Yes Fill Depth: _____
 c) Engineered Fill below detached dwelling: No Yes Eng. Fill Depth: _____
 d) Sloped Site: No Yes Approx. Slope: _____
 e) High Water Table: No Yes Flood Plane: No Yes
 f) Geotechnical Engineering: No Yes Name: _____
 g) Retaining Wall(s): No Yes Approx. Height: _____
 h) Retaining walls engineered? No Yes Engineer's Name: _____
 *A retaining wall or vertical series of retaining walls with a height greater than four (4) feet requires engineering.

Provide a copy of the geotechnical report with Schedule "C-1". The geotechnical engineer must be insured and acceptable to Travelers Insurance Company of Canada. As not all consultants may be suitable, contact your Travelers Insurance Company of Canada's Underwriter or Technical Representative for further information and prior to construction.

3. FOUNDATION SYSTEM

- a) Slab on Grade: Crawlspace: Basement: Height: _____
 b) Foundation: Concrete ICF Pressure Treated Wood Other: _____
 c) Engineering: No Yes Name: _____

4. BUILDING ENVELOPE

- a) Below Grade Foundation: Damp-proofing Waterproofing Type: _____
 b) Weeping Tile: No Yes Other: _____
 c) Insulation Type: Walls _____ Ceiling _____ *SIP* Panels: No Yes
 d) Cladding: Stucco Vinyl Siding Wood Siding Masonry Cement Board Other: _____
 e) Roof: Overhang Size: _____ Roof Slope: _____ Roofing Type: _____
 f) Vegetated Roof: No Yes (if yes, provide details)
 g) Deck(s): No Yes Membrane Type: _____
 h) Windows: Vinyl Aluminum Wood Fiberglass Other: _____
 i) Window Manufacturer: _____
 j) Building Envelope Consultant: No Yes Name: _____

For Office Use Only:
 Preliminary Project Approval for Warranty Coverage: Signature: _____ Date: _____

MISSING INFORMATION?

For Items 1 to 4:
 If an item is not applicable or info is not available yet, please indicate "not applicable", "n/a" or "to follow".

Geotechnical Review Required:

If any one of these three conditions apply to the detached dwelling being registered, a Geotechnical Report will be required. In addition, Travelers Canada Technical Representative may request additional information on the project – please see the Soils and Foundation Details Addendum on Pg 3.20

Owner Exclusions

- As per New Home Buyer Protection Act Regs, Sec 6 & 7 re: "permitted exclusions"- (Owner supplied or installed materials, labour and design) – Travelers Insurance Company of Canada will require a copy of the construction contract if the Builder intends to build anything less than a complete project (i.e.: the homeowner requests to do their own finishing or a builder is hired to construct a home to lock up only – foundation, framing, roof on, windows and doors in and all cladding).



SINGLE DETACHED DWELLING UNIT

(Addendum to the Schedule C-1 for Soils & Foundations Details)



Schedule "C-1"-AB
Project Information

Soils and Foundation Details

Builder (company name): _____
Contact: _____ **Phone #:** _____ **Builder No.:** _____
New Home Address: _____

Soils & Foundations Details - to be completed at Travelers Insurance Company of Canada's direction.

1. Soils
Foundation systems must be situated on competent soil (undisturbed soil or compacted Engineered fill) capable of supporting the building/structure design loads

- a) Type of soil: _____
- b) Fine grain soils (clays and silts): No Yes Course grain soils: No Yes
- c) Expanding clays: No Yes
- d) Organic material/peat on site: No Yes
- e) Fill on site: _____ (provide details)
- f) Excavation overburden on site: _____ (provide details)
- g) Groundwater table level is above basement / crawlspace slab: No Yes

2. Sloped Sites
Hillsides can be subject to settlement or slope slippage.

- a) Slope of Site (%): _____ Elevation change from top - toe of slope: _____
- b) House setback from slope: _____
- c) Pier footings setback from slope: _____
- d) Fill placed at the top of the slope: _____ (provide details if yes)
- e) Hillside slope changed/increased: _____ (provide details if yes)
- f) Hillside toe change/excavated: _____ (provide details if yes)
- g) Other site Improvements: Pool Detached buildings Other: _____
- h) Structural retaining walls required: _____ (provide details if yes)
- i) Surrounding site topography: Flat Maximum 10% slope or greater than a 10% slope

3. Site and Subsurface Drainage
Proper drainage is important in order to prevent overloading of the soil and slope. Complete the following:

- a) Weeping tile for house: No Yes _____ (provide details if No)
- b) Sump pump for house: No Yes _____ (provide details if Yes)
- c) Separate roof water drain system: No Yes _____ (provide details if No)
- d) Utility lines protection (backfill material): _____
- e) Utility lines/trenches water dams: No Yes _____
- f) Landscaping provided: No Yes Dry land landscaping provided: No Yes
- g) Landscape water/irrigation to be provided: No Yes _____
- f) Positive surface grading provided: No Yes _____
- i) Subsurface drainage provided: No Yes _____
- j) Site vegetation removed: No Yes _____ (provide details if yes)
- k) Adjacent Waterways: River/Creek Lake or Canals

4. Foundation

- a) Foundations on competent native soil: _____
- b) Foundation on Engineered compacted fill: _____
- c) Stepped foundation: No Yes
- d) Foundation reinforcing: No Yes
- e) Pier footings on competent native soil? _____
- f) Pier footings on Engineered compacted fill: _____
- g) Pier footing depth/excavations: _____
- h) Frost depth (heated area): _____ Frost depth (unheated area): _____

If any soils or foundation related labour, materials, or design is provided by an Owner, inform Travelers Insurance Company of Canada.

BUILDER SIGNATURE: Upon execution of this application form, the terms and conditions as set out herein and in the Builder Agreement apply. The undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

(Authorized Builder Signature) _____ (Application Date)

(Supplement) (Rev January 2014)

As Per Page 2 of the Schedule C-1:

Travelers Insurance Company of Canada may require the following information be submitted upon request of the Technical Representative for the Questionable Soils or Conditions, Foundations Systems and Locations identified in this section.

Any questions should be directed to the Technical Representative for your area



DUPLEX OR TRIPLEX

(Page 1 of 2)

TRAVELERS

Schedule "C-2"-AB

Application for Home Warranty Coverage in Alberta

Duplex or Triplex

Applicant Information:
 Builder (Company Name): _____ Builder No.: _____
 Contact Person: _____

New Home Information: Number of Units _____

Project Address: _____
 (Street) (City) (Postal Code)

Legal Description: _____
 (Lot) (Section) (Block) (District Lot)

Parcel Identifier (PID): _____
 (Plan) (Township) (Range)

Est. Date of Completion: _____ Construction Cost \$: _____

Plan Review: Where the construction cost exceeds \$350,000/unit, a unique design exists, or the house is in an exposed location the building plans/elevations must be submitted. A PDF copy of the plan is preferred.

Unit Type:
 ATT Major conversion or heritage redevelopment (subject to conversion audit approval)

Unit Ownership Type:
 Freehold Bare Land Condominium Party Wall Agreement Leased First Nations Land
 Leased Land Other

All Detached Dwellings in unregulated territories are subject to Building Code compliance inspections. Contact your Travelers Insurance Company of Canada's Underwriter or Technical Representative for further information.
 If any labour, materials, or design is provided by Owner, inform Travelers Insurance of Canada.

CONSTRUCTION REQUIREMENTS: THE ATTACHED "PROJECT INFORMATION SHEET" MUST BE COMPLETED AND SUBMITTED WITH THIS APPLICATION. INCOMPLETE APPLICATIONS WILL CAUSE DELAYS.

Warranty Premiums
 1) Refer to Warranty Premium from Travelers Insurance Company of Canada's Terms & Conditions letter
 2) Payment options:
 a) Cheque payable to Travelers Insurance Company of Canada (must be issued by the Builder), or
 b) Complete and return Credit Card Authorization Form
 Premium \$ _____
 Warranty Premium is tax exempt

New Home Registration Registration Form: A completed New Home Registration Form will have to be completed by the Builder with the NHBPO prior to Travelers Insurance Company of Canada registering this project for home warranty coverage.
Alberta: The Builder is required to register the units with the New Home Buyers Protection Office. Please contact them at www.homewarranty.alberta.ca/ or 1-866-421-6929 for more information.

Authorized Signature: Upon execution of this application form, the terms and conditions as set out herein and in the Builder Agreement apply, and the undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.
 (Builder's Signature) _____ (Date of Application) _____
 * The Builder cannot submit an application for home warranty coverage for any other party. *

Travelers Canada:
 Toll Free: 1-800-555-0431
 Toll Free Fax: 1-877-762-7922

Office Use Only: Home Warranty Certificate No. _____

Vancouver: 2500 - 650 West George Street
 P.O. Box 11542, Vancouver, BC, V6B 4N7
 Tel (604) 682-3095

Edmonton: 2500 Tower 1, Scotia Plaza
 10050 Jasper Avenue
 Edmonton, AB T5J 3R8
 Tel (780) 428-0881

Calgary: Aquitaine Tower, Suite 610
 540 - 5th Avenue S.W., Calgary, AB T2P 0M2
 Tel (403) 255-6252

(Page 1 of 2) (Rev January 2014)

Builder Name: Insert name of company registered with Travelers Canada.

Builder No.: Refer to your *Terms & Conditions of Acceptance* letter.

TIME SAVER re: Blocks/Subdivisions New Home Information

- 1) Insert all *generic* information. (i.e. Applicant Info, Unit Ownership Type, Unit Type, Fees)
- 2) *Photocopy* Application Forms.
- 3) Write in *specific* details re: each dwelling unit (e.g. unit #'s, strata lots, estimated date of completion, estimated range of unit purchase \$).

Construction Requirements:
 Ensure your technical personnel are familiar with these construction requirements. For questions or clarification, contact a Travelers Canada Technical Representative *before* proceeding.

Travelers Canada Warranty Premium:

- 1) Refer to your confidential *Terms & Conditions of Acceptance* letter for your unique warranty premium.
- 2) Complete "*List of Units*" documents on next page, calculate total Warranty premium & insert on both pages.
 - NO GST required.
 - Cheque payable: "Travelers Canada".
 - Cheque must be submitted in the name of the Travelers Canada Builder.
 - Payment can be made by Credit Card. Complete the Credit Card Authorization Form and submit it by mail, email or fax.

NHBPA Fees (See Section 2 of this binder for fee information)

- 2) Registration Fee..... \$ 95.00 x # of units (2 or 3).
 - NO GST required.

Effective February 1, 2014, the NHBPO will collect the \$95.00/Residential Unit Registration Fee directly. This must be done in connection with their issuance of a NHBPS New Home Registration Form for each new residential unit that will be required to be registered for Home Warranty. **This must be done prior to submitting this form to Travelers Canada. Please contact NHBPO at <http://www.homewarranty.alberta.ca/> or 1-866-421-6929.**

TRAVELERS

DUPLEX OR TRIPLEX

(Page 2 of 2)



Schedule "C-2"-AB

Project Information Sheet - Duplex-Triplex Units

Unit Number	Strata Lot Number	Street Address

1. GENERAL INFORMATION

- a) Type of Home: Rancher Two Storey Other _____
- b) Garage: { Attached / Detached } No Garage: _____
- c) Location Topography: Flat Hillside Atop a Ridge Valley Floor _____
- d) City Sanitary Sewer Septic Tank City Water Well Water _____
- e) Storm Drainage System connected to: Development Storm System Other: _____
- f) Geothermal Heat: No Yes Engineer's Name: _____
- g) Structural Engineer: No Yes Name: _____

2. **SOILS** Travelers Insurance Company of Canada requires a geotechnical review and written report(s) by an experienced engineer. In cases where there exists a previous report for an entire development this will be sufficient, upon a review of the application a site specific Geotech review may be required. Failures due to building defects, non-compliance, errors, omissions, not completing a thorough geotechnical investigation, or not following competent engineering practices may be considered a Builder responsibility.

- a) Soil Type: _____
- b) Fill on Site: No Yes Fill Depth: _____
- c) Engineered Fill below detached dwelling: No Yes Fill Depth: _____
- d) Sloped Site: No Yes Approx. Slope: _____
- e) High Water Table: No Yes Flood Plane: No Yes _____
- f) Geotechnical Engineering: No Yes Name: _____
- g) Retaining Wall(s): No Yes Approx. Height: _____
- h) Retaining walls engineered? No Yes Engineer's Name: _____

* A retaining wall or vertical series of retaining walls with a height greater than four (4) feet requires engineering.

Provide a copy of the geotechnical report with Schedule "C-2". The geotechnical engineer must be insured and acceptable to Travelers Insurance Company of Canada. As not all consultants may be suitable, contact your Travelers Insurance Company of Canada's Underwriter or Technical Representative for further information and prior to construction.

3. FOUNDATION SYSTEM

- a) Basement: Height: _____ Crawlspace: Height: _____ Slab on Grade: _____
- b) Foundation: Concrete ICF Pressure Treated Wood Other: _____
- c) Engineering: No Yes Name: _____

4. BUILDING ENVELOPE

- a) Below Grade Foundation: Damp-proofing Waterproofing Type: _____
- b) Weeping Tile: No Yes Type: _____
- c) Insulation Type: Walls _____ Ceiling _____ "SIP" Panels: No Yes _____
- d) Cladding: Stucco Vinyl Siding Wood Siding Masonry Cement Board Other: _____
- e) Roof: Overhang Size: _____ Roof Slope: _____ Roofing Type: _____
- f) Deck(s): No Yes Membrane Type: _____
- g) Windows: Vinyl Aluminum Wood Fiberglass Other: _____
- h) Window Manufacturer: _____
- i) Building Envelope Consultant: No Yes Name: _____

For Office Use Only:

Preliminary Project Approval for Warranty Coverage: Signature: _____ Date: _____

(Page 2 of 2) (Rev January 2014)

Applicant Info: Insertion of all info helps to speed processing for Travelers Canada staff. Thank you.

Table

Complete all columns to ensure the correct information is established upon registration.

Construction Requirements:

Ensure your technical personnel are familiar with these construction requirements. For questions or clarification, contact a Travelers Canada Technical Representative *before* proceeding.

"Proof of Insurance"

Refers to E & O Insurance/ Professional Liability Insurance carried by Architect or Engineer.

Owner Exclusions

- Reference: NHBPA Regs, Sec 6 & 7 re: "permitted exclusions" - (Owner supplied or installed materials, labour and design) - Travelers Insurance Company of Canada will require a copy of the construction contract if the Builder intends to build anything less than a complete project (i.e.: the homeowner requests to do their own finishing or a builder is hired to construct a home to lock up only - foundation, framing, roof on, windows and doors in and all cladding)

TRAVELERS J

MULTI-UNIT BUILDING

(Page 1 of 2)



Schedule "C-3"

Application for Home Warranty Coverage

Multi Unit Building

Applicant Information:
 Builder Name: _____ Builder No.: _____

Project Information: Project Name: _____

Project Address: _____ (Street) _____ (City) _____ (Postal Code)

Additional Phases: Yes No Number of Units: _____

Legal Description: _____ (Lot) _____ (Section) _____ (Block) _____ (District Lot)

_____ (Plan) _____ (Township) _____ (Range)

Est. Date of Completion: _____
 Construction Cost per unit: _____ Est. Range of Unit Selling Prices: \$ _____

Unit Ownership Type:		Unit Types:	
<input type="checkbox"/> Freehold	<input type="checkbox"/> Leased First Nations Land	<input type="checkbox"/> Attached (Townhouse)	
<input type="checkbox"/> Bare Land (Strata)	<input type="checkbox"/> Leased Land	<input type="checkbox"/> Low-Rise (up to four storeys)	
<input type="checkbox"/> Strata Title (Condominium)	<input type="checkbox"/> Unorganized territory *	<input type="checkbox"/> High-Rise	
<input type="checkbox"/> Party Wall Agreement	<input type="checkbox"/> (Subject to Code compliance inspections.)	<input type="checkbox"/> Major conversion or heritage redevelopment**	
<input type="checkbox"/> Co-operative	<input type="checkbox"/> Other: _____	<input type="checkbox"/> _____ (*Subject to conversion audit approval)	
<input type="checkbox"/> Social Housing - Rental Units			

Home Warranty Premiums (Make cheque payable to Travelers Insurance Company of Canada)

Warranty premium from List of Units (page 2 of this Document):

\$ _____ X _____ = Total \$ _____
Warranty Premium per unit No. of Residential Units
(Cheques must be submitted in the name of the Builder.) Warranty premium is GST exempt.

New Home Registration Form: A completed New Home Registration Form will have to be completed by the Builder with the HPO (in BC) or NHBPO (in Alberta) prior to Travelers Insurance Company of Canada registering this project for home warranty coverage.

Alberta: The Builder is required to register the units with the New Home Buyers Protection Office. Please contact them at www.homewarranty.alberta.ca or 1-800-421-6929 for more information.

B.C.: - The Builder is required to register the units with the Homeowner Protection Office. Please contact HPO at www.hpo.bc.ca or 1-800-407-7757.

Authorized Signature:

Upon execution of this application form, the Terms and Conditions as set out herein and in the Builder Agreement apply, and the undersigned certifies that the information provided here and in the Preliminary Project Information for Multi-Unit Buildings form is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada Company of Canada will place full reliance on this information.

(Builder's Signature) _____ (Date of Application) _____

* The Builder cannot submit an application for home warranty coverage for any other party.*

Travelers Canada: Toll Free: 1-800-555-6431
 Toll Free Fax: 1-877-762-7922

Vancouver:
 2500 - 650 West Georgia Street
 P.O. Box 11542, Vancouver, BC, V6B 4N7
 Tel (604) 662-3095

Edmonton:
 2500 Tower 1, Scotia Plaza
 10090 Jasper Avenue
 Edmonton, AB T5J 3R8
 Tel (780) 429-0881

Calgary:
 Acoultaine Tower, Suite 810
 540 - 5th Avenue S.W., Calgary, AB T2P 0M2
 Tel (403) 265-6252

(Page 1 of 2)
 Rev. January, 13, 2014

Builder No.: Insert name of company registered with Travelers Canada.

Project Information:

- Provide as much information as possible (i.e. indicate full civic and legal description of project).
- If there is only a legal description available and the municipality has assigned no full civic address yet, provide legal description and street name (if available).

Travelers Canada Warranty Premium

- 1) Refer to your confidential *Terms & Conditions of Acceptance* letter for your unique warranty premium.
- 2) Complete "List of Units" documents on next page, calculate total Warranty premium & insert on both pages.
 - NO GST required.
 - Cheque payable: "Travelers Canada".
 - Cheque **must** be submitted in the name of the Travelers Canada Builder.
 - Payment can be made by Credit Card. Complete the Credit Card Authorization Form and submit it by mail, email or fax.

NHBPA Fees (See Section 2 of this binder for fee information)

3) Registration Fee..... \$ 95.00 x # of units.

- NO GST required.

Effective February 1, 2014, the NHBPO will collect the \$95.00/Residential Unit Registration Fee directly. This must be done in connection with their issuance of a NHBPS New Home Registration Form for each new residential unit that will be required to be registered for Home Warranty. **This must be done prior to submitting this form to Travelers Canada. Please contact the NHBPO at <http://www.homewarranty.alberta.ca/> or 1-888-421-6929.**



Preliminary Project Information for Multi-Unit Buildings

This application is to be submitted along with the Builder Application for Project Specific Entity or prior to Travelers Canada quoting terms and conditions for warranty coverage on any multi-unit development project.

(Page 1 of 3)

Preliminary project information for multi-unit buildings (5 units or more)

APPLICATION INFORMATION (PLEASE COMPLETE FOR ALL NEW PROJECTS)

Builder Name: _____ Phone: _____

Project Name: _____

Project Address: _____
(Street) (City) (Postal Code)

Number of Units: _____

Est. Construction Start Date: _____ Est. Date of Completion: _____

Unit Ownership Type:

<input type="checkbox"/> Bare Land Strata	<input type="checkbox"/> Leased First Nations Land
<input type="checkbox"/> Strata or Condominium	<input type="checkbox"/> Leased Land
<input type="checkbox"/> Party Wall Agreement	<input type="checkbox"/> Unorganized territory *
<input type="checkbox"/> Social Housing - Rental Units	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Co-operative	<input type="checkbox"/> *Subject to Code compliance inspections

Unit Type:

<input type="checkbox"/> Attached (Townhouse)
<input type="checkbox"/> Low-Rise (up to four storeys)
<input type="checkbox"/> High-Rise (>four storeys)
<input type="checkbox"/> Major conversion or heritage redevelopment**
<input type="checkbox"/> Mixed use
<input type="checkbox"/> **Subject to special approval

1. General project information:

a) Building structure: # of Stories: _____ Wood Frame Steel frame Concrete ICF

b) Foundation type: Raft Slab Post Tension Slab Conventional Other _____
* Note: Sandwich slabs are not acceptable.

c) Suspended Slab: Yes No # of floors _____

d) Heating System: Geo-Thermal Yes No If No, Type: _____

Building envelope:

e) Cladding: Stucco Vinyl Siding Brick Fibre Cement Board Metal Wood Stone Veneer
 Other _____

f) Waterproofing Membranes:

Roof Type 1: Type: _____ Location: _____

Roof Type 2: Type: _____ Location: _____

NOTE: Travelers Canada does not support the use of cold-applied asphalt modified elastomeric polyurethane waterproofing in an inverted roof assembly on concrete surfaces.

Decks/Balconies: Type: _____

Membrane Over Parking Structure: Type: _____

Below Grade: Type: _____

h) Green Roof: Type: _____ Location: _____ % coverage over living space _____

Note: Green roofs will be reviewed on a case by case basis. Green roofs on wood frame construction will not be considered.

i) Windows: Type: Residential Commercial Wood Vinyl Aluminum
Window supplier* : _____
* Please list the supplier under contract or the shortlist being considered.
Note: Minimum field test ratings of B-3 required.

Project Information:

- Provide as much information as possible (i.e. indicate full civic and legal description of project).
- If there is only a legal description available and the municipality has assigned no full civic address yet, provide legal description and street name (if available).

MISSING INFORMATION?

If an item is not applicable or info is not available yet, indicate "not applicable", "n/a", or "to follow".

Required Certification / On-Site Testing

Ensure your technical personnel are familiar with these construction requirements. For clarification or questions, contact a Travelers Canada Technical Representative *before* proceeding.

Window testing is *mandatory* for low-rise and high-rise multi-unit buildings.

Preliminary Project Information for Multi-Unit Buildings

(Page 2 of 3)

2. Construction group:

In-House Personnel Project Manager General Contractor (Bonded: Yes No)

Name: _____ HPO Registration License No. _____

Contact: _____ Tel: _____

Superintendent (if known): _____ Cell: _____

3. Project professionals:

(i) Architect: _____

Contact: _____ Tel: _____

(ii) Envelope Consultant: _____

Contact: _____ Tel: _____

Note: The envelope consultant should be retained at the design stage to provide proper consulting services.

(iii) Roofing/ Membrane Consultant: (if different from Envelope Consultant): _____

Contact: _____ Tel: _____

(iv) Structural Engineer: _____

Contact: _____ Tel: _____

(v) Geotechnical Engineer: _____

Contact: _____ Tel: _____

(vi) Mechanical Engineer: _____

Contact: _____ Tel: _____

(vii) Electrical Engineer: _____

Contact: _____ Tel: _____

(viii) Code Consultant: _____

Contact: _____ Tel: _____

Regarding the above-noted professionals, Travelers Insurance Company of Canada requires proof of their Errors and Omissions insurance stating the insurance provider, the amount and the term of coverage. The recommended minimum insurance levels for project professionals is \$1,000,000.00 per claim / \$1,000,000.00 aggregate/annum.

4. Documents required to be submitted with this application:

- a) Geotechnical Soils Report.
- b) Site Plan.
- c) Building elevations, assemblies & cross-section(reduced set only).
- d) Proof of E & O insurance for ALL project professionals.
- e) A copy of the Disclosure Statement (draft copy is acceptable).
- f) A copy of Building Envelope Consultant's Plan Review (if/when available)

Authorized signature:

Upon execution of this form the undersigned certifies that the information provided is accurate and does not omit any relevant facts. Travelers Insurance Company of Canada will place full reliance on this information.

Builder's signature

Date of application

* The Builder cannot submit an application for Home Warranty Coverage for any other party

Item 3: Project Professional

Ensure your technical personnel are familiar with these construction requirements. For clarification or questions, contact a Travelers Canada Tech Rep *before* proceeding.

Minimum Levels of Insurance

Think in advance! Ensure you hire professionals who carry the required levels of insurance noted & who are acceptable to Travelers Canada.

Item 4 - Required Documents

- Plan in advance!
- Submit as much info as possible.
- These documents enable Travelers Canada to fully assess technical & financial risk.
- Travelers Canada Tech Reps will consult with the builder & consultants prior to acceptance of the project. (Thus, allow some extra time.)

Preliminary Project Information for Multi-Unit Buildings

(Page 3 of 3)

Project construction requirements (Please Review)

Required certification/on-site testing

a) Soils:

For all multi-family projects, especially in areas of known or suspected questionable soils, the adequacy of soils conditions and foundation design shall be examined and certified by an appropriately qualified, insured, and independent geotechnical engineer. Known or suspected questionable soils include, but are not limited to: expanding soils, glacial deposits, geotechnical hazards within or adjacent to the site being certified, natural and man-made slopes and fills, site drainage and irrigation, groundwater levels and seepage, in-ground discharge from septic fields, rock pits, and environmental issues, soils gases, and sites not serviced by municipal drainage systems. In areas of questionable soils, Travelers Insurance Company of Canada may require a third party geotechnical engineer review.

b) Building Envelope:

In all cases, Travelers Insurance Company of Canada requires third party building envelope certification. A building envelope consultant who is acceptable to Travelers Insurance Company of Canada and is appropriately qualified and insured shall supply the certification. The certification shall certify that the cladding, sheathing paper/membranes, fasteners, flashing, and all other related building envelope components of the project, including below grade waterproofing/damp-proofing, all waterproof membranes and roofing, as well as their installation, comply with recognized industry/Building Standards and manufacturer's specifications. In cases where the building envelope consultant does not provide review services on the waterproof membranes and roofing components, Travelers Insurance Company of Canada will require a third party approved roofing inspection.

c) Windows:

All windows supplied or specified for multi-family projects must conform to NAFS (North American Fenestration Standard) and the Canadian Supplement to NAFS. Stamped and sealed shop drawings are to be provided to your envelope consultant for review. On-site window/assembly testing by your envelope consultant is required to ensure water tightness of the windows and assembly to the designed B rating. Test procedure for water tightness to be in accordance with ASTM E 1105, Standard Test Method for Field Determination of Water Penetration of Installed Exterior Windows, Skylights, Doors and Curtain Walls by Uniform or Cyclic Static Air Pressure Difference, using procedure B for four cycles. Testing is required on a minimum of 1% of the windows in a project and at least one exposed sliding door, if applicable. If failure occurs, remediation must be undertaken and the window/assembly re-tested with an additional two windows added for testing. All window-testing reports must be provided to Travelers Insurance Company of Canada within 14 days of testing.

In regards to all required certifications, Travelers Insurance Company of Canada will place full reliance on these certifications. Travelers Insurance Company of Canada, acting reasonably, reserves the right to examine, audit, and reject any product, manufacturer, architect, engineer, consultant or their reports. Travelers Insurance Company of Canada may require inspections to be performed by its Technical Representatives at four key stages during the construction process: (1) foundation, prior to backfill, (2) framing, (3) prior to the completion of the exterior cladding and interior drywall, and (4) completion.

Required documents to be submitted to register the project for home warranty:

- a) Completed Application for Home Warranty Coverage (Schedule C-3)
- b) Cheque for Travelers Insurance Company of Canada (Warranty Premium)
- c) In BC: HPO Registration Form – to be completed online on the HPO Builder Portal
In AB: NHBPO Enrollment Form – to be completed online through the NHBPO Portal
- d) Building Envelope Consultant's Plan Review (if not previously submitted)

Required documents upon project completion:

- a) Copy of Substantial Completion/Occupancy Certificate
- b) Copies of all final engineering certifications: i.e. signoffs/schedules
 - Envelope Consultant - Geotechnical
 - Architect - Mechanical
 - Structural - Electrical
- c) Copy of the maintenance manual that was provided to the Strata or Condominium Corporation
- d) Copy of your planned inspection program to deal with 5 year water ingress phase of the warranty



travelerscanada.ca

This document is provided for informational purposes only. It does not, and it is not intended to, provide legal, technical or other professional advice, nor does it amend, or otherwise affect, the provisions or coverages of any insurance policy or bond issued by St. Paul Fire and Marine Insurance Company and Travelers Insurance Company of Canada and their subsidiaries and affiliates (collectively "Travelers Canada"). Travelers Canada disclaims all warranties whatsoever.

© 2013 St. Paul Fire and Marine Insurance Company and Travelers Insurance Company of Canada. All rights reserved. Travelers and the Travelers Umbrella logo are registered trademarks of The Travelers Indemnity Company in the U.S. and other countries. CP-10000 Rev. 6-13

Project Construction Requirements:

- Ensure that you read and understand all of the information listed on this page. Any questions should be directed to the Technical Representative for your area.