

Completion Certificate

Registration Number

Member Information

Member Name	Member Code
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Purchaser Information

Property Information

Name(s)	Civic Address
Mailing Address (If different than Property Address)	Legal Address
City / Province	Postal Code
Phone Number	City / Province
	Postal Code

Trade / Suppliers

Plumbing	Phone Number	Electrical	Phone Number
Heating Mechanical	Phone Number	Flooring	Phone Number
Roofing	Phone Number	Siding	Phone Number

Inspection Information

Please note: Items requiring repair or not listed as acceptable are considered deficiencies and are NOT covered by warranty. These items are not defects and are therefore subject to the terms and conditions of the purchase contract.

Room / Item	Accept	Repair	N/A	Remarks	Room / Item	Accept	Repair	N/A	Remarks
Kitchen					Bedroom 2				
Range hood & appliances					Light fixtures				
Light fixtures					Flooring				
Windows					Walls, ceiling & doors				
Cabinets & countertops					Windows				
Flooring					Closet				
Walls, ceiling & doors					Bedroom 3				
Sink / faucet					Light fixtures				
Dining Area					Flooring				
Light fixtures					Walls, ceiling & doors				
Flooring					Windows				
Walls, ceiling & doors					Closet				
Windows					Bathroom 3				
Family Room					Light fixtures				
Light fixtures					Windows / skylight				
Flooring					Vanity & countertops				
Walls, ceiling & doors					Flooring				
Windows					Walls, ceiling & doors				
Hallways					Sink / faucet / toilet				
Light fixtures					Mirrors / fixtures				
Flooring					Bathtub				
Walls, ceiling & doors					Shower tile / door				
Living Room					Den / Study				
Light fixtures					Light fixtures				
Flooring					Flooring				
Walls, ceiling & doors					Walls, ceiling & doors				
Windows					Windows				
Bathroom 1					Laundry				
Light fixtures					Light fixtures				
Windows / skylight					Flooring				
Vanity & countertops					Walls, ceiling & doors				
Flooring					Appliances				
Walls, ceiling & doors					Equipment				
Sink / faucet / toilet					Heat & Air				
Mirrors / fixtures					Hot water heater				
Bathtub					Fireplace(s)				
Shower tile / door					Vacuum				
Master Bedroom					Security				
Light fixtures					Garage				
Flooring					Light fixtures				
Walls, ceiling & doors					Opener(s)				
Windows					Doors				
Closet					Walls / ceiling				
Master Bathroom					Exterior				
Light fixtures					Paint / stucco / siding				
Windows / skylight					Windows / doors				
Vanity & countertops					Roof				
Flooring					Gutters & downspouts				
Walls, ceiling & doors					Acceptable drainage				
Sink / faucet / toilet					Other				
Mirrors / fixtures									
Bathtub									
Shower tile / door									

List Items Completed or Supplied by Purchaser

Completion Date*:

* For a new home, the Completion Date means the earliest of the date of first occupancy or the date of first occupancy permit of the Project under Contract.

*The Member and Purchaser certify that the Residential Unit described above is substantially complete, and is ready for occupancy on the Completion Date indicated above. Warranty coverage commences on the Completion Date. The Member shall complete the above repairs in a timely manner.

* To effect coverage under the applicable Warranty Program the Member and Purchaser must complete, date and sign this Completion Certificate and the Purchaser shall fax, deliver, or mail a signed copy thereof within seven (7) days following the Completion Date to Pacific at: Pacific Home Warranty Insurance Services Inc., #311, 5460-152 Street, Surrey, BC V3S 5J9. Fax: (604) 574-4779.

* The information collected herein may be used in accordance with Privacy legislations to enroll the Residential Unit with the Warranty Insurer and to process and assess warranty protection coverage as per the terms and conditions on the reverse of this page.

Member	Purchaser	Dated
Signature of Member	Signature of Purchaser	

White Copy - Pacific #311 5460-152 Street, Surrey, BC V3S 5J9 Fax: (604) 574-4779

Yellow Copy - Purchaser

Pink Copy - Member

PRIVACY STATEMENT FOR COMPLETION CERTIFICATES

PURCHASER'S CONSENT TO DISCLOSURE OF PERSONAL INFORMATION TO THE WARRANTY PROGRAM

The collection, use and disclosure of personal information is controlled and protected provincially by the applicable Provincial Privacy Act and federally by the Personal Information Protection and Electronic Documents Act. The information collected herein may be used to enroll with the applicable Warranty Program, and to process and assess warranty protection coverage as per the terms and conditions of the Warranty Certificate to be issued to the Purchaser. The Warranty Program (the "Program") and your builder/renovator (the "Member") respect your rights regarding the protection of your personal information.

During the construction of your new home or the renovation of your current home (the "Residential Unit") the Member will collect personal information from you. This information includes but is not limited to:

- name, address and telephone number;
- municipal and legal descriptions for the Residential Unit;
- the purchase or construction or renovation agreement for the Residential Unit including financial information, all plans, specifications, agreements, change orders, or any other information related to the purchase and construction or renovation of the Residential Unit;
- information about any remedial or other work done to the Residential Unit;
- any information about a request for assistance, claim or dispute between the Purchaser and the Member about the Residential Unit including information provided during the course of alternate dispute resolution processes such as the conciliation and mediation procedures of the Program or any legal proceedings;
- insurance information;
- information from third party contractors, suppliers, consultants and lawyers who provided work or services to the Purchaser or the Member with respect to the Residential Unit.

As a member of the Program and as part of providing Program home warranty insurance and services to you, the Member is required to provide your personal information to the Program. This information is used for the following purposes:

- registration and enrollment with the Program;
- registration and enrollment with Program administrators and insurers.
- processing and assessment of warranty protection coverage;
- providing alternate dispute resolution procedures including investigation, conciliation and mediation services in accordance with the rules and procedures of the Program;
- conducting customer satisfaction surveys;
- assessment of Member;
- compiling historical data;
- assessment of the Program's warranty protection coverage and other services.

If the Residential Unit has been transferred to a new owner before the expiration of Program warranty protection coverage applicable to the Residential Unit, then if the new owner makes a request to the Program for assistance or claim for warranty protection coverage with respect to the Residential Unit, the Program, is authorized by the Purchaser to release personal information, to the extent reasonably required by the Program, to process the request for assistance or claim of the new owner of the Residential Unit.

The Program will comply with this Privacy Policy. For more information about the Program's Privacy Policy please contact the Program's Privacy Officer at #311, 5460 - 152 Street, Surrey, BC V3S 5J9 Toll Free 1-866-99MYPRO (1-866-996-9776), fax (604) 574-4779 or privacyofficer@pacificwarranty.com.

The Purchaser consents to the collection, use and disclosure of the Purchaser's personal information by the Member to the Program for the purposes set out above and in the Program's Privacy Policy.