

**2021 Application Form  
PROBATIONARY CONTRACTOR ELIGIBILITY**

**Company Information:**

<b>Name of Company:</b> _____			
<b>Operating As</b> (If different than above): _____			
<b>Address:</b> _____			
<b>City:</b> _____	<b>Province:</b> _____	<b>Postal Code:</b> _____	
<b>Name of Manager/Contact:</b> _____			
<b>Phone:</b> _____	<b>Cell Phone:</b> _____	<b>Fax:</b> _____	
<b>E-Mail Address:</b> _____			
<b>GST Registration No.:</b> _____		<b>(provide a copy of the letter from CRA)</b>	
<b>Lawyer's Name:</b> _____			
<b>Law Firm Name &amp; Address:</b> _____			

Please provide the following for our consideration and records:

<b>1. Proof of Current Incorporation:</b>	Companies must be registered and have shares issued with the Saskatchewan Corporate Registry as a Limited or Incorporated Company. Attach a copy of the current Corporate Registry Profile Report as provided by Saskatchewan Corporate Registry.	Copy Attached <input type="checkbox"/>
<b>2. License Information:</b>	Attach a copy of: a) 2021 Business License; and/or b) 2021 Contractor License (if applicable).	Copy Attached <input type="checkbox"/> Copy Attached <input type="checkbox"/>
<b>3. 3rd Party Warranty:</b>	Companies must provide proof of membership with a 3rd party warranty program approved to conduct business in Saskatchewan and accepted by CMHC. a) Progressive Home Warranty Solutions; or b) National Home Warranty Programs Ltd.; or c) New Home Warranty Program of Saskatchewan Ltd.; or d) Blanket Home Warranty Ltd.	Copy Attached <input type="checkbox"/> Copy Attached <input type="checkbox"/> Copy Attached <input type="checkbox"/> Copy Attached <input type="checkbox"/>
<b>4. Liability Insurance:</b>	Proof of \$2,000,000 Liability Insurance must be provided	Copy Attached <input type="checkbox"/>
<b>5. WCB Coverage:</b>	Proof of Worker's Compensation Coverage/Registration is required.	Copy Attached <input type="checkbox"/>
<b>6. Mandatory Training/Safety Training:</b>	Proof of completion of: a) One of the mandatory training courses offered through either the Saskatoon & Region Home Builders' Association or a similar course that is first approved by Saskatoon Land; or b) Safety Training from a program approved by Saskatoon Land	Copy Attached <input type="checkbox"/> Copy Attached <input type="checkbox"/>
<b>7. Shareholder Information:</b>	Are there any shareholders of the company who are employed by the City of Saskatoon?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>8. Industry References:</b>	Two written references to be provided. Could be from, but not limited to, Eligible Contractors, recognized sub-trades, building supply companies, etc.	Copies Attached <input type="checkbox"/>
<b>9. Credit Check:</b>	This information can be obtained from your financial institution. A copy would be required for the company and its shareholders.	Copy Attached <input type="checkbox"/>
<b>10. Business Plan:</b>	A complete Business Plan showing a 2-year projection of business operations. This should include cash flow forecast, income and expense projections, and financing information.	Copy Attached <input type="checkbox"/>
<b>11. Corporate Seal</b>	Companies are required to possess a corporate seal which will appear on all agreements. Affix your corporate seal to the bottom of this application.	

**Saskatoon Land will require a minimum of 7 working days to review your application. During the review period, you will not be allowed to put a lot on hold nor purchase a lot.**

All documents must be attached to the application at the of time of submission. If any of these documents expire before the end of 2021, you are responsible to provide our office with copies of the renewals. A renewal application is required to be filled out at the beginning of each year once approved to be an Eligible Contractor.

By signing this form, I am acknowledging that I have read and understand the outline of the City Council Policy regarding Contractor Allocations. I understand that my first lot is a probationary lot, and I will be unable to purchas eany further lots until the following has been completed:

- a) an initial deposit of 50% of the purchase price has been paid at the time of purchase;
- b) the remaining balance of the purchase price is paid within one calendar year from the date of purchase;
- c) construction is complete, including all deficiencies, within one calendar year from the date of purchase; and
- d) the remainder of the mandatory training (as shown on the attached information sheet) must be completed within one calendar year from the date of purchase.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
("seal")

\_\_\_\_\_  
Date