

**Company Information**

Name of Company: \_\_\_\_\_

Operating As (If different than above): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name of Manager/Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

GST Registration No.: \_\_\_\_\_ (please provide a copy of the letter from CRA)

Lawyer's Name: \_\_\_\_\_

Law Firm Name & Address: \_\_\_\_\_

Please provide the following for our consideration and records:

- 1. Proof of Current Incorporation:** Companies must be registered and have shares issued with the Corporations Branch of Saskatchewan as a Limited or Incorporated Company. Attach a copy of the *current* Corporate Registry - **Profile Report** as provided by the Corporations Branch of Saskatchewan. Copy Attached
- 2. License Information:** Attach a copy of:

  - a) 2016 Business License; and/or Copy Attached
  - b) 2016 Contractor License (if applicable). Copy Attached
- 3. New Home Warranty:** Companies must provide proof of membership with a new home warranty program approved to conduct business in Saskatchewan and accepted by CMHC. **New Home Warranty must be on each and every home constructed by the contractor. A Certificate proving New Home Warranty must be accompanied with every purchased lot. Failure to provide documentation could lead to permanent removal from the City of Saskatoon Eligible Contractor list.**

  - a) Progressive Home Warranty Solutions; or Copy Attached
  - b) National Home Warranty Programs Ltd.; or Copy Attached
  - c) New Home Warranty Program of Saskatchewan Ltd.; or Copy Attached
  - d) Blanket Home Warranty Ltd. Copy Attached
- 4. Liability Insurance** Proof of \$2,000,000 Liability Insurance must be provided Copy Attached
- 5. WCB Coverage/Occupational Health & Safety** Proof of Worker's Compensation Coverage/Registration is required. If not currently registered please provide a clearance letter from Occupational Health & Safety to confirm that there are no current or previous claims or penalties against the Company. Copy Attached
- 6. Shareholder Information:** Are there any shareholders of the company who are employed by the City of Saskatoon. Yes   
No
- 7. Industry Reference:** Two written references to be provided. Could be from, but not limited to, Eligible Contractors recognized sub-trades, building supply companies, etc.
- 8. Credit Check:** This information can be obtained from your financial institution. A copy would be required for the company and its shareholders.
- 9. Business Plan:** 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.
- 10. Corporate Seal:** Companies are required to possess a corporate seal which will appear on all agreements. Affix your corporate seal to the bottom of this application.

All documents must be attached to the application at the time of submission. If any of these documents expire before the end of 2016, you are responsible to provide our office with copies of the renewals.

**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.**

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 purchase any 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 possession; and
- d) initial lot is purchased from available City-owned inventory and not from a lot draw offering.

\_\_\_\_\_  
Signature ("seal") Date