

**NEW PROBATIONARY CONTRACTOR  
APPLICATION FORM**

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

**Operating As** (if different than above): \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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

**Website Address:** \_\_\_\_\_

**GST Number:** \_\_\_\_\_ (provide letter from Canada Revenue Agency)

**Lawyer's Name:** \_\_\_\_\_ **Law Firm Name:** \_\_\_\_\_

Provide all of the following for our consideration and records:

<b>1. Proof of Current Incorporation:</b>	A copy of the <b>current Corporate Registry Profile Report</b> as provided by Saskatchewan Corporate Registry, clearly stating the Renewal/Expiry Date.  _____ Renewal/Expiry Date	Copy Attached
<b>2. License Information:</b>	A current copy of: a) City of Saskatoon Business License; and/or b) City of Saskatoon Contractor License.  _____ Renewal/Expiry Date	Copy Attached
<b>3. 3rd Party Warranty:</b>	Membership certificate with a 3rd party warranty program, clearly stating the expiry date, from one of the below providers: a) Progressive Home Warranty Solutions; b) National Home Warranty Programs Ltd.; c) New Home Warranty Program of Saskatchewan Ltd.; d) Blanket Home Warranty Ltd.; or e) New Home Warranty Insurance (Canada) Corporation.  _____ Renewal/Expiry Date	Copy Attached
<b>4. Liability Insurance:</b>	Proof of current (minimum) \$2,000,000 General Liability Insurance  _____ Renewal/Expiry Date	Copy Attached
<b>5. WCB Coverage:</b>	Proof of company registration with Saskatchewan Workers Compensation Board	Copy Attached
<b>6. Shareholder Information</b>	Are there any shareholders of the company who are employed by the City of Saskatoon <sup>1</sup> ? Are there any shareholders of the company who have shares in another building company <sup>2</sup> ? If yes, list the company/ies below  _____ _____ _____	Yes No Yes No
<b>7. Net Zero Certified Builder</b> (not a requirement, just info)	Is your company Net Zero Qualified with Canadian Home Builders' Association? <i>If yes, please provide a copy of certification or proof your company is certified if not previously supplied</i> Is your company a Net Zero Builder with Canadian Home Builders' Association? <i>If yes, please provide a copy of certification or proof your company is certified if not previously supplied</i>  To become Canadian Home Builder's Association (CHBA) Net Zero Qualified, builders must be a member of the Saskatoon and Region Home Builder's Association, complete all requisite training courses and become an EnerGuide (ERS) registered builder. To learn more visit chba.ca	Yes No Yes No

<b>8. Mandatory Training/Safety Training:</b>	Proof of completion of: a) The 7 required courses offered by the Saskatoon & Region Homebuilders' Association ( <a href="https://saskatoonhomebuilders.com/eligible-contractor-course-requirements/">https://saskatoonhomebuilders.com/eligible-contractor-course-requirements/</a> ) Building Codes; Construction Technology; Customer Service; Legal Issues in Housing; Communications; Financial Planning & Management; and Project Management & Supervision. b) Safety Training from a program approved by Saskatoon Land i ) Leadership through Safety Excellence (provided by Saskatchewan Construction Safety Association); or ii) Health and Safety for Supervisors and Managers (provided by OH&S Canada online)	Copies Attached       Copy Attached
<b>9. Industry References</b>	Two written references to be provided by, but not limited to, recognized sub-trades, building supply companies, etc.	Copies Attached
<b>10. Credit Check</b>	This information can be obtained from your financial institution. A copy is required for the company and each shareholder.	Copies Attached
<b>11. 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
<b>12. 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.	

**Acknowledgements**

I acknowledge that Saskatoon Land will require a minimum of 10 business days to review the application and that during this review period I will not be allowed to put a lot on hold or purchase a lot.

I acknowledge that all documents must be attached to the application at the time of submission and if any are missing it will delay the review until all items are received.

I acknowledge that falsified or incomplete documents could result in immediate denial of the application.

I acknowledge that if any documents expire before the end of 2026, I am responsible to provide Saskatoon Land with the updated copy. I will not be able to purchase any land whatsoever if any document is expired and a new copy is not provided at the time of lot selection.

I acknowledge that I have read and understand City Council Policy C09-001 regarding Contractor Allocations.

I acknowledge that my first lot is a probationary lot and that I will be unable to purchase any further lots until the following terms have been met:

- a) an initial deposit of 50% of the purchase price, paid at the time of purchase;
- b) the remaining balance of the purchase price is paid within 12 months from the date of possession; and
- c) construction of the house is complete, including all deficiencies, within 12 months from the date of possession.

I acknowledge that any lots purchased by my company cannot be sold or transferred to another company (eligible or otherwise) without consent from Saskatoon Land. If my company is found to be doing this without consent from Saskatoon Land, my company will be immediately suspended for a minimum of one calendar year.

I acknowledge that if my company is found to be doing construction without a building permit, my company will be immediately suspended for a minimum of one calendar year.

I acknowledge that Saskatoon Land requires proof of 3rd party warranty on my probation lot, and if I do not provide proof of warranty registration within the timeline given, I will not pass probation until it has been provided.

I acknowledge that I will need to provide a Certificate of Completion once it has been received from the City of Saskatoon's Building Standards department or upon request by staff from Saskatoon Land and may not pass probation if I do not.

I consent to receive correspondence from Saskatoon Land regarding new lot releases, policy updates, etc.

I consent to Saskatoon Land adding my company name, website, email address, and phone number to its website.

_____ <b>Signature</b>	_____ <b>("seal")</b>	_____ <b>Date</b>
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<sup>1</sup> Shareholders of the company who are employed by the City of Saskatoon declaration - This does not effect eligibility; this is just for record-keeping purposes.  
<sup>2</sup> Shareholder in other building company declaration - Any one eligible contractor may not have shareholders in common with another eligible contractor. Should there be instances of common shareholders, Saskatoon Land reserves the right to reject applications or remove contractors from the eligible contractor list.