

# PRE-ACCEPTANCE FORM

## BUILDING HELD IN DIVIDED CO-OWNERSHIP

### • COMMON AREAS<sup>1</sup>

#### IMPORTANT NOTE

**UNDER THE LEGISLATION, COMPLETING THIS FORM IN THE PRESENCE OF THE THREE FOLLOWING IS MANDATORY: THE CONTRACTOR, THE REPRESENTATIVE OF THE SYNDICATE OF CO-OWNERS AS WELL AS A BUILDING PROFESSIONAL. THE LATTER SHALL COMPLETE AND SIGN THIS FORM, IN ADDITION TO THEIR OWN REPORT.**

Regardless of the type of building covered by the guarantee, an inspection prior to acceptance is required by the Regulation respecting the guarantee plan for new residential buildings.

The pre-acceptance inspection<sup>2</sup> of common areas shall be done following the receipt, by all known beneficiaries and by the syndicate of co-owners (when it is formed and no longer under the control of the contractor), of the end of work notification produced by the contractor.

The pre-acceptance inspection shall be performed jointly by the syndicate of co-owners, the contractor and the building professional chosen by the syndicate of co-owners. The building professional must be an architect, an engineer or a technologist member of a professional order, with training in the field of engineering or construction.

The pre-acceptance inspection is performed using this checklist, provided by the administrator and which content is approved by the *Régie du bâtiment du Québec*.

With this checklist, the syndicate of co-owners, the contractor and the building professional chosen by the syndicate of co-owners must cover all common areas (parts 25 and 33), to observe the status of the work.

The building professional chosen by the syndicate produces the act which constitutes the acceptance of the common areas, provided that specified minor work is completed, if applicable. Minor work could include: missing light fixture or hardware.

#### NOTE TO PROFESSIONAL

**The professional cannot complete the Declaration of acceptance of common areas if there is work to be completed in common areas of the building other than minor work. An inspection by the professional is performed using this checklist and is limited to a visual inspection of the elements comprising the common areas of the building. No responsibility shall fall on the professional with regard to any hidden defect or poor workmanship that could not normally be detectable during such verification.**

## IDENTIFICATION

### CONTRACTOR

Legal name: \_\_\_\_\_

Régie du bâtiment du Québec licence holder: # \_\_\_\_\_ GCR accreditation: # \_\_\_\_\_

**SYNDICATE OF CO-OWNERS** Name of representative: \_\_\_\_\_

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email\*: \_\_\_\_\_

\* By entering your email address above, you agree to receive useful communications regarding your coverage from Garantie de construction résidentielle (GCR); no promotional email will be sent to you.

**PROFESSIONAL** Name of professional: \_\_\_\_\_ Title and N°: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## BUILDING IDENTIFICATION

Address: \_\_\_\_\_ Postal code: \_\_\_\_\_

Registration: # \_\_\_\_\_ Building details: \_\_\_\_\_

## INSPECTION CHECKLIST – APPROVED BY THE RÉGIE DU BÂTIMENT DU QUÉBEC

### EXTERIOR

NUMBER	ITEM	VERIFIED	N/A	NOTES
<b>1. Land</b>	1.1 Level of the ground surrounding the building (space between facing and ground), descending slopes carrying water away from the building <sup>3</sup>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Foundations</b>	2.1 Foundation walls: insulation, waterproofing, cracks	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2 Concrete roughcast	<input type="checkbox"/>	<input type="checkbox"/>	
	2.3 Exterior water valve	<input type="checkbox"/>	<input type="checkbox"/>	
	2.4 Exterior electrical outlets	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Roofing</b>	3.1 Membrane or shingles	<input type="checkbox"/>	<input type="checkbox"/>	
	3.2 Vent outlets and screens	<input type="checkbox"/>	<input type="checkbox"/>	
	3.3 Attic hatch or access door	<input type="checkbox"/>	<input type="checkbox"/>	
	3.4 Gutters (if applicable) or parapets	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Exterior facing</b>	4.1 Masonry: joints, weep holes	<input type="checkbox"/>	<input type="checkbox"/>	
	4.2 Vinyl, aluminum or wooden siding: alignment of materials and joints	<input type="checkbox"/>	<input type="checkbox"/>	
	4.3 Siding, acrylic overlay or stucco	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Doors, windows, skylights, garage doors and other openings</b>	5.1 Installation, operation, hardware and finish	<input type="checkbox"/>	<input type="checkbox"/>	
	5.2 Perimeter weatherstripping	<input type="checkbox"/>	<input type="checkbox"/>	
	5.3 Door closer on front doors as well as exit doors or doors to garage	<input type="checkbox"/>	<input type="checkbox"/>	
	5.4 Garage door opening mechanism or invert mechanism (security)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Access to building and stairs, terraces or balconies</b>	6.1 Railings	<input type="checkbox"/>	<input type="checkbox"/>	
	6.2 Wood decking, concrete slab, or other	<input type="checkbox"/>	<input type="checkbox"/>	
	6.3 Electrical system: lighting and electrical outlets	<input type="checkbox"/>	<input type="checkbox"/>	
	6.4 Plumbing system: water valves	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Chimney and exhaust ducts</b>	7.1 Masonry	<input type="checkbox"/>	<input type="checkbox"/>	
	7.2 Exhaust trap operation	<input type="checkbox"/>	<input type="checkbox"/>	

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INTERIOR

NUMBER	ITEM	VERIFIED	N/A	NOTES
<b>1. Foyer</b>	1.1 Floor covering: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards	<input type="checkbox"/>	<input type="checkbox"/>	
	1.2 Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork	<input type="checkbox"/>	<input type="checkbox"/>	
	1.3 Access doors and exit doors: door closer, draft proofing, hardware, finishing	<input type="checkbox"/>	<input type="checkbox"/>	
	1.4 Electrical systems: lighting, exit signs, fire sign and alarm system	<input type="checkbox"/>	<input type="checkbox"/>	
	1.5 Plumbing system: sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	
	1.6 Ventilation and heating system	<input type="checkbox"/>	<input type="checkbox"/>	
	1.7 Vertical conveyors (ex: elevators)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Hallways</b>	2.1 Flooring: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2 Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork	<input type="checkbox"/>	<input type="checkbox"/>	
	2.3 Access doors and exit doors: door closer, draft proofing, hardware, finishing	<input type="checkbox"/>	<input type="checkbox"/>	
	2.4 Electrical systems: lighting, exit signs, fire sign and alarm system	<input type="checkbox"/>	<input type="checkbox"/>	
	2.5 Plumbing system: sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	
	2.6 Ventilation and heating system	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Common areas (pool, exercise room or other)</b>	3.1 Flooring: tiles (mortar joints), flexible flooring (joints), wood flooring or carpeting with baseboards	<input type="checkbox"/>	<input type="checkbox"/>	
	3.2 Wall covering and ceilings: painted drywall, tiles, wood or wallpaper, suspended ceilings, moulding and woodwork	<input type="checkbox"/>	<input type="checkbox"/>	
	3.3 Access doors and exit doors: door closer, draft proofing, hardware, finishing	<input type="checkbox"/>	<input type="checkbox"/>	
	3.4 Electrical systems: lighting, exit signs, fire sign and alarm system	<input type="checkbox"/>	<input type="checkbox"/>	
	3.5 Plumbing system: sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	
	3.6 Ventilation and heating system	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Private storage (lockers)</b>	4.1 Flooring: concrete and drainage	<input type="checkbox"/>	<input type="checkbox"/>	
	4.2 Wall covering and ceilings: painted drywall, concrete or grillage	<input type="checkbox"/>	<input type="checkbox"/>	
	4.3 Access doors and exit doors: door closer, hardware, finishing	<input type="checkbox"/>	<input type="checkbox"/>	
	4.4 Electrical systems: lighting	<input type="checkbox"/>	<input type="checkbox"/>	
	4.5 Plumbing system: sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	
	4.6 Ventilation and heating system	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Garage</b>	5.1 Flooring: concrete and drainage	<input type="checkbox"/>	<input type="checkbox"/>	
	5.2 Wall covering and ceilings: painted drywall, concrete	<input type="checkbox"/>	<input type="checkbox"/>	
	5.3 Columns and structure	<input type="checkbox"/>	<input type="checkbox"/>	
	5.4 Access doors and exit doors: door closer, hardware, finish	<input type="checkbox"/>	<input type="checkbox"/>	
	5.5 Electrical systems: lighting, exit signs, fire sign and alarm system, electrical room	<input type="checkbox"/>	<input type="checkbox"/>	
	5.6 Plumbing system: sprinklers, valves and sprinklers room	<input type="checkbox"/>	<input type="checkbox"/>	
	5.7 Ventilation and heating system	<input type="checkbox"/>	<input type="checkbox"/>	
	5.8 Garbage room: walls, doors, flooring, standard and recycling containers	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

## DECLARATION OF THE CONTRACTOR

On \_\_\_\_\_, DATE  
the contractor declares having informed every known beneficiaries, the syndicate of co-owners and the administrator, of the end of the work on the common areas of the building.

Date of the end of work notification:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DAY MONTH YEARS

Name of duly authorized representative: \_\_\_\_\_

**SIGNATURE OF THE CONTRACTOR: X** \_\_\_\_\_

## DECLARATION OF ACCEPTANCE OF COMMON AREAS OF THE BUILDING

On \_\_\_\_\_, DATE, the building professional<sup>4</sup> declares that the work pertaining to the common areas of the building is completed, provided that the work or minor work to be completed identified in this checklist is done, and that the building can serve for its intended use.

**ACCEPTANCE – WITHOUT RESERVATION<sup>5</sup>**

Date of the end of work:  
(applicable only if there is no work to be completed<sup>6</sup>)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DAY MONTH YEARS

**ACCEPTANCE – WITH RESERVATIONS**  
(refer to the list of items to be corrected and/or completed)

Set date for the end of the work<sup>7</sup>:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DAY MONTH YEARS

**SIGNATURE OF THE PROFESSIONAL: X** \_\_\_\_\_

On \_\_\_\_\_, DATE, I declare that I have taken part in the pre-acceptance inspection for this building.

**SIGNATURE OF THE SYNDICATE REPRESENTATIVE: X** \_\_\_\_\_

**SIGNATURE OF THE CONTRACTOR: X** \_\_\_\_\_

**SIGNATURE OF THE PROFESSIONAL: X** \_\_\_\_\_

1. Common areas: those that are part of the building listed in the constituting act of co-ownership or, in the absence of specific provisions in this act, those listed in section 1044 of the Civil Code of Quebec.
2. In the absence of the acceptance of the common areas, the regulation contains, under certain conditions, a mechanism allowing the start of coverage of guarantees related to common areas. If after the receipt of an end of work notification transmitted by the Contractor, the acceptance of the common areas of your building was not performed, then the acceptance of the common areas is deemed to have occurred no later than 6 months after the receipt of the notification, by the syndicate of co-owners, if the 4 following conditions are met:
  - 1) Work in common areas is completed;
  - 2) The syndicate is formed and no longer under the control of the Contractor;
  - 3) The end of work notification transmitted by the contractor to the syndicate, when the latter was no longer under the control of the contractor, informing them of the end of the work and their obligations with respect to acceptance;
  - 4) 6 months have elapsed since the receipt of this notification and the common areas have not been delivered to the syndicate, without cause.
3. Landscaping is excluded from the guarantee.
4. Building professional: an architect, an engineer, or a technologist, member of a professional order, with training in the field of engineering or construction.
5. Acceptance with or without reservation by the professional only applies to visible components at the time of acceptance of the building.
6. Minor work must be completed.
7. Date on which all work will be completed, including minor work, if applicable.

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