

APPLICATION FOR MEMBERSHIP IN THE GUARANTEE PLAN FOR NEW RESIDENTIAL BUILDINGS

1. CONTRACTOR IDENTIFICATION

LEGAL FORM OF THE BUSINESS APPLYING FOR ACCREDITATION:

Corporation (Inc./Ltd.) Sole proprietorship General partnership Limited partnership

Legal name: _____

Nominee for*: _____
*Please provide your nominee agreement.

Corporate name: _____

Address: _____ Suite: _____

City: _____ Postal code: _____

Primary phone: _____ - _____ - _____ Cell phone: _____ - _____ - _____ Fax: _____ - _____ - _____

Email: _____ Website: _____

PRIMARY CONTACTS:

Chief executive: _____
First and last name (print)

Email: _____ Phone number: _____ - _____ - _____

Head of accounting: _____
First and last name (print)

Email: _____ Phone number: _____ - _____ - _____

Person in charge of registering projects with GCR: _____
First and last name (print)

Email: _____ Phone number: _____ - _____ - _____

Construction work supervisor: _____
First and last name (print)

Email: _____ Phone number: _____ - _____ - _____

After-sales service (claims) contact: _____
First and last name (print)

Email: _____ Phone number: _____ - _____ - _____

2. IDENTIFICATION OF OFFICERS, GUARANTORS, SHAREHOLDERS AND PARTNERS

First and last name: _____

Personal address: _____
House # Street Apt. City Postal code

Phone: _____ - _____ - _____ Date of birth: _____ Social insurance number (SIN): _____

Email: _____ Shares (%): _____

First and last name: _____

Personal address: _____
House # Street Apt. City Postal code

Phone: _____ - _____ - _____ Date of birth: _____ Social insurance number (SIN): _____

Email: _____ Shares (%): _____

First and last name: _____

Personal address: _____
House # Street Apt. City Postal code

Phone: _____ - _____ - _____ Date of birth: _____ Social insurance number (SIN): _____

Email: _____ Shares (%): _____

First and last name: _____

Personal address: _____
House # Street Apt. City Postal code

Phone: _____ - _____ - _____ Date of birth: _____ Social insurance number (SIN): _____

Email: _____ Shares (%): _____

(Hereinafter: "You")

3. LIST OF ALL COMPANIES THAT ARE SHAREHOLDERS/AFFILIATES OF THE COMPANY APPLYING FOR ACCREDITATION*

1. _____ Shares held (%): _____

2. _____ Shares held (%): _____

3. _____ Shares held (%): _____

* Please provide us with the most recent financial statements for each of the companies listed (in-house statements or notice to reader accepted).

4. PROFESSIONAL QUALIFICATIONS

	YES	NO
4.1 Have you ever held a subcategory 1.1.1. and/or 1.1.2 <i>Régie du bâtiment du Québec (RBQ)</i> licence?	<input type="checkbox"/>	<input type="checkbox"/>

4.2 Has your contractor licence ever been suspended or revoked by the RBQ?	<input type="checkbox"/>	<input type="checkbox"/>
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If so, please explain: _____

- | | YES | NO |
|--|-----|----|
| <p>4.3 Do you want to apply to assign your <i>Cote Qualité GCR</i> score to another company already accredited by <i>GCR</i>? <input type="checkbox"/> <input type="checkbox"/></p> <p>If so, please indicate the name or GCR accreditation number for this business: _____</p> | | |
| <p>4.4 Are you applying for a «single project» licence (with the RBQ) for this company? <input type="checkbox"/> <input type="checkbox"/></p> <p>If so, please indicate the name of your project: _____</p> <p>If so, please tell us the total number of units and buildings of the project: _____ / _____</p> | | |

5. QUESTIONS RELEVANT TO THE ANALYSIS OF THE FILE

5.1 List all commitments made by the company applying for accreditation or any shareholder company to third parties, such as legal hypothecs, bonds, guarantees and lawsuits.

5.2 Other than traditional financial institutions, who are your other funders (private lenders)? Please provide all first and last names of the individuals, as well as the company names:

- | | YES | NO |
|---|-----|----|
| <p>5.3 Have any shareholders:</p> | | |
| <p>5.3.1. declared personal bankruptcy or filed a consumer proposal? <input type="checkbox"/> <input type="checkbox"/></p> <p>If so, please attach the discharge document.</p> | | |
| <p>5.3.2. been implicated in the bankruptcy of a construction company or a proposal in the last 3 years? <input type="checkbox"/> <input type="checkbox"/></p> <p>If so, please list the person's first and last name: _____</p> <p>and the company name: _____</p> | | |

5.4 Has your company ever filed a notice of intention or a proposal (an arrangement with creditors)?

5.5 Are any lawsuits currently being brought against your company applying for accreditation?

If so, please describe: _____

5.6 Have you ever been accredited by another administrator of a mandatory guarantee plan for new residential buildings?

If so, when? _____

MM/YYYY to MM/YYYY

Which administrator was it? Garantie Abrisat Qualité Habitation

5.7 Do you owe money to a guarantee plan?

If so, why and how much? _____

5.8 Are you currently in dispute with a guarantee plan or have you ever defaulted on your obligations as a general contractor?

5.9 Do you have commercial general liability insurance?

If so, please provide the insurer name, policy number and expiry date.

6. NEW UNITS UNDER CONSTRUCTION OR IN INVENTORY* (SUBMITTED TO GCR)

Note: The units listed below will be subject to a mandatory pre-accreditation inspection, billable by GCR.

SINGLE-FAMILY = S MULTIFAMILY = M CONDO = C	Lot number	Street address and city	Project stage	Delivery date

* If you have more than six units under construction or in inventory, please list them on an attached sheet.

7. ANTICIPATED CONSTRUCTION START

	YES	NO
7.1 Do you plan to begin any residential construction projects in the next 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
If so, please indicate the expected start date for the work: _____ DD/MM/YYYY		

7.2 Specify the planned type of construction and number of units:

Type of construction	Forecast for the next twelve months (in number of units) and planned addresses, if known *
Single family (detached, semi-detached or row-type) or multifamily (plex)	
Condo, semi-detached or row-type or multifamily (plex)	

* Please specify the planned number of buildings and floors, especially for condos (example: 2 x 12 units on 3 floors)

	YES	NO
7.3 Do you already have contracts signed with buyers for these units?	<input type="checkbox"/>	<input type="checkbox"/>
If so, for how many units? _____ (please provide a copy of the signed contracts)		
7.4 Specify the total amount you have received as a deposit on these contracts: _____ \$		
7.4.1 Are these deposits being held in a trust account?	<input type="checkbox"/>	<input type="checkbox"/>
7.5 Are you planning to build a log construction?	<input type="checkbox"/>	<input type="checkbox"/>
If so, what supplier do you plan to work with? _____		
7.6 Are you planning to use acrylic siding?	<input type="checkbox"/>	<input type="checkbox"/>
If so, do you plan to use a specialized subcontractor?		
7.7 Are you planning to build an unconventional construction?	<input type="checkbox"/>	<input type="checkbox"/>
(Examples: green roof, net zero home, passive solar house, tiny house, LEED, etc.)		
If so, please specify the type of construction: _____ _____		
7.8 Are you planning to develop an integrated project (initial and concomitant declaration of co-ownership), including infrastructure?	<input type="checkbox"/>	<input type="checkbox"/>

8. DECLARATION

The signatory(ies) of this application authorize(s) Garantie de construction résidentielle (GCR), in accordance with the applicable legislation, including the *Act respecting the protection of personal information in the private sector*, CQLR, c. P-39.1 and the *Civil Code of Québec* (S.Q., 1991, c. 64) to use, verify, collect from third parties, including by obtaining credit reports, hold or disclose to third parties, any personal or confidential documents or information about themselves or the contractor (see section 1, Identification of the Contractor) required for the review of this application and the administration of the mandatory guarantee plan.

The signatory(ies) acknowledge(s) that data that GCR may hold about them or about the contractor may be hosted by external firms.

The signatory(ies) agree(s) to provide any documents or information required for the purposes described above. In addition, third-party holders are hereby authorized to provide GCR the aforementioned documents or information. This consent is valid for the duration necessary to achieve the said purposes. The signatory(ies) certify(ies) that the documents and information provided in this application are true, correct and complete and acknowledge(s) that they are essential considerations for enrolment in the mandatory guarantee plan and for the issuance of any certificate of accreditation to the contractor. Incomplete or false statements may result in denial of enrolment or cancellation of enrolment and revocation of the certificate of accreditation.

The signatory(ies) acknowledge(s) that a refusal on their part to provide documents or information (see Section 10, Documents to Submit) may result in, among other things, a delay in the processing of this application. The signatory(ies) further acknowledge(s) that if GCR is unable to obtain or validate certain information from third parties, this could result in, among other things, the inability to approve the contractor's application, the requirement to take out specific guarantees for higher amounts, etc.

Note: The reception of this application does not constitute a commitment by GCR to grant membership or to issue an accreditation certificate for the mandatory guarantee plan. **The signatory(ies) acknowledge(s) that the application fee, which goes toward processing the file, will be retained in the event of refusal.**

In the event of any conflict between the English and French versions of this application, the French version shall take precedence.

9. DOCUMENTS TO SUBMIT

- A payment of \$546.13 (\$475.00 plus applicable taxes) to **Garantie de construction résidentielle (GCR)** for your application fee. Payment can be made by cheque or by credit card (Visa or Mastercard). Please refer to the detachable section at the end of this document for a list of information required to pay by credit card. **Please note that this rate is in effect until December 31, 2023.**
- Your original membership agreement duly signed and initialed at the bottom of each page, including the full legal name of the company.
- A copy of your RBQ licence or licence amendment application, or proof of payment or correspondence from the RBQ to this effect.
- A GCR personal balance sheet duly completed, dated and signed by each shareholder (with >10% voting shares), partner, owner or individual owner of shareholder companies. A form is provided for this purpose. Please attach copies of your property tax bills, mortgage statements and personal investment statements (*excluding locked-in RRSPs and pension funds*).
- Your most recent complete financial statements or an opening balance sheet, audited or accompanied by a review engagement report prepared by an accountant who is a member of the Ordre des comptables professionnels agréés (CPA) du Québec. **Financial statements must be dated and signed.**
- If your business applying for accreditation is owned by other companies, please provide a copy of the latest financial statements produced (in-house statements and notice to reader accepted) and consolidated financial statements, in the case of a group of businesses.
- An updated CV for all shareholders, guarantors and partners. If you don't have a CV, you can use the template provided to present your experience and skills.
- A resolution from your company authorizing the signatories for the documents. Please use the attached GCR template.
* Ensure that the date of the resolution is on or before the date the GCR membership agreement is signed.
- Proof of security in the amount of \$20,000 against fraud and embezzlement from a contractors' association or private insurer. This document may be provided along with your initial security. For security issued by an insurer, please attach the original signed by both parties.

SIGNATURES

Authorized signatory (please print): _____

Signature: X _____

Title: _____ Date: _____

Authorized signatory (please print): _____

Signature: X _____

Title: _____ Date: _____

PAYMENT

We will send you an invoice marked "Paid" when a decision has been rendered on your GCR accreditation.

*** Application fees are non-refundable**

PLEASE NOTE THAT THE INFORMATION PROVIDED IN THIS DETACHABLE SECTION WILL BE DESTROYED BY GARANTIE DE CONSTRUCTION RÉSIDENIELLE (GCR) FOR SECURITY AND CONFIDENTIALITY REASONS.



Company name: _____

GARANTIE
CONSTRUCTION RÉSIDENIELLE

REQUIRED PAYMENT: \$546.13 (ALL TAX INCLUDED)

GST: 80687 0234 RT0001
QST: 122047 0012 TQ0001

CHEQUE (Please make your cheque out to **GARANTIE DE CONSTRUCTION RÉSIDENIELLE**).

VISA MASTERCARD

Credit card number : _____ - _____ - _____ - _____

Expiration: _____ - _____ Security code: _____

Name of cardholder (print)

X _____
Signature of the cardholder