



TARION

SUPPORTING YOUR NEW HOME WARRANTY

Pre-Delivery Inspection Checklist



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Keep this for your personal record

The Pre-Delivery Inspection

Your new home is almost ready!

The pre-delivery inspection (PDI) is your opportunity to identify any items that are damaged, incomplete, missing or not working properly and to verify that these conditions existed prior to your possession or occupancy date. You'll also learn about important systems and maintenance tasks around your home.

Your builder's responsibilities

Your builder's representative must complete an official PDI Form that will serve as a record of your home's condition on that date. If any damaged or missing items are identified, your builder will record them on their PDI Form – and ideally, they'll correct any issues right away.

How to use this checklist

We developed this checklist to help you take note of damaged, incomplete, missing or inoperable items during your PDI. Use this list to take notes and double-check the details before you sign your builder's PDI Form.

Unable to inspect some items?

If you're not able to access specific areas of the home during the inspection, make sure these are noted on the builder's PDI Form. This may be important for future warranty claims.

Appliances are not covered by the builder's warranty

If any of the appliances that you purchased are damaged or missing, you must resolve this with your builder outside of the new home warranty program.

After the PDI

You'll be asked to sign the builder's PDI Form at the end of the inspection, and you can expect to receive a copy. Keep this document for your records. We may ask for it if any disputes arise between you and your vendor/builder over warranty coverage.

You have the right not to sign the form

If your builder refuses to record damaged, missing, incomplete or inoperable items on the PDI Form, you have the option not to sign it.

Buying a condo?

The PDI only applies to the items within the boundaries of your unit. Your building's common elements (shared areas outside the boundaries of your unit) will be inspected by your condo corporation when they're completed.



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Kitchens and laundry

Kitchens

- Check for damaged or missing lights
- Check that all options and upgrades have been installed and are completed
- Check the floor for scratches, dents, loose tiles, etc. (See Floors, Walls and Other Interior Items)

Cabinets & Drawers

- Check that cabinets and drawers open and close properly
- Make sure cabinets and drawers are properly aligned
- Check for damage or imperfections

With natural wood finishes, it is normal to find variations in the wood grain and the stain finish.

Sink and Countertops

- Look under the sinks for evidence of leaking, like water stains
- Check for scratches, chips or other damage

Natural stone countertops like granite or marble typically come with minor imperfections like surface pits, fissures or veins.

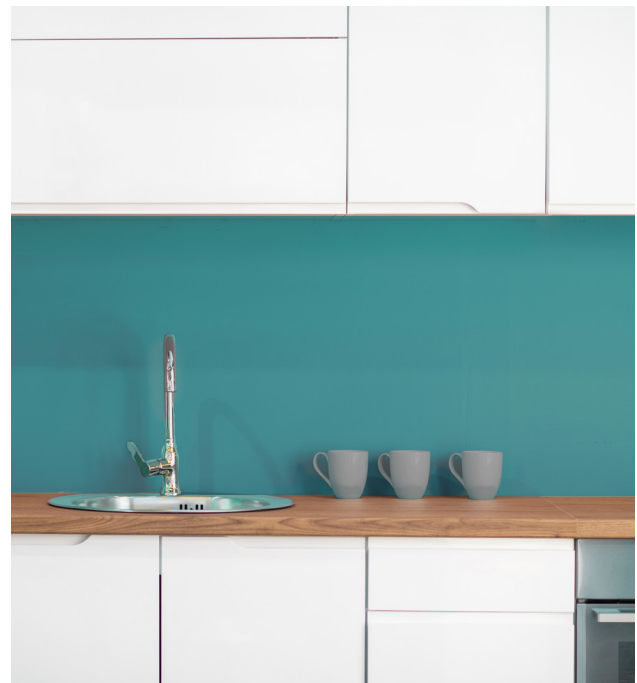
Laundry Room

- Check for damaged or missing lights
- Check visible flooring for damage
- Check the counter and cabinetry for damage

Appliances

- Check major built-in appliances for surface damage like scratches and dents
- Test the range hood fan and light
- Ask your builder for user guides and warranty information
- Ensure that water hook-ups are connected to the correct hot and cold inlet
- Make sure that the dryer is venting to the outside

Appliances are not covered by the new home warranty program.



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Bathrooms

Bathrooms

- Check for damaged or missing lights
- Check for damage on the bathroom fan
- Check the floor for missing or damaged tiles
- Check mirrors for scratches, chips, or other damage
- Make sure all cabinet doors and drawers open and close properly
- Check the counter and cabinetry for damage

Toilet

- Check the toilet for scratches, chips, or other damage
- Check the floor around the toilet for water leaks

Sink

- Check the sink for scratches, chips or other damage
- Check caulking at the countertop backsplash
- Look under the sink for evidence of leaking, like water stains

Shower or Tub

- Examine the caulking around the tub and shower enclosures
- Check tub, faucet and showerhead for scratches, chips or other damage
- If you have a shower door, check that it opens and closes properly
- Check tiles for damage



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Interiors & finishes

Floors

- Inspect all flooring for damage

If you have wood flooring, keep in mind that a wood floor system will have some unevenness. Natural wood may contain variations in the grain or colour.

Carpet

- Check carpeting for stains
- Examine seams in carpets (and vinyl) to ensure they are tight and there are no gaps

Depending on the type of carpet selected, seams may be tight and secure, but still be visible.

Ceramic

- Inspect ceramic tile surfaces for cracks, chips or gouges
- Check joints between ceramic tiles for proper grouting
- Check for stains and damage to ceramic and grout

Walls

- Make sure finished drywall is free from dents and gouges
- Make sure that trim (including baseboards, door and window casings), are free from surface defects

Wall finishes may appear different depending on lighting conditions. Finish should be inspected under normal lighting and while standing perpendicular to the wall at a distance outlined in the Construction Performance Guidelines.

Doors

- If you have a garage:** check that the exterior door leading to the garage is equipped with an automatic closer. This door should close and seal on its own. Check around the door to ensure that the seal is tight
- Make sure door finishing is free from damage, such as scratches, dents, or cracks
- Ensure that there is a visible gap between the bottom of the door and the floor covering

Windows

- Make sure all windows open, close and lock properly
- Confirm that all window cranks have been installed
- Check that window panes are free from scratches, cracks, or other damage
- Check for missing screens
- Make sure that all screens are properly fitted in place and inspect them for tears or holes

Stairs

- Check handrails on stairs to ensure they are securely fastened and are free from rough edges, chips, or other damage
- Check stair finishing for dents
- Check for gouges in stair treads

Keep in mind that if you have hardwood flooring, there may be a difference in look between the stairs and the floor.

Closets

- If your builder is providing shelves, rods or both, check that they have been installed

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Exteriors

If you are unable to inspect your home's exterior due to weather conditions, your builder should note this on the PDI Form.

Outside the home

- If the completion of your home includes final grading and installation of fences, driveways, patios and walkways, check for any unfinished or damaged work

Once you've taken ownership of your new home, maintaining the sod is your responsibility. If there's an issue with the sod when you take possession, resolve this with your builder.

- View roof shingles from the ground and identify any broken tabs
- Identify any damage to exterior vents and louvers



Exterior cladding

Brick

- Check for cracked or damaged bricks

Weep holes are small openings that allow water to drain from behind the brick. They are generally located at the bottom of the brick and above windows and doors.

Vinyl, aluminum or wood siding

- Check that siding appears secure and free from damage
- Check that siding is not bowed or wavy

Exterior insulated finishing system (Stucco)

- Check that stucco is free from cracks and discoloration or other damage

Exterior trim

- Check that exterior trim has been completed, properly painted (if required), and free from damage

Caulking

- Make sure all caulking has been completed around all windows, doors, and exterior openings

Grading

- Check that the grading slopes away from the foundation around the perimeter
- If applicable, check that basement windows below grade have window wells

Some lots require shallow run-off trenches called swales to help collect and divert surface water. Grading is approved by the municipality, and you may void your warranty coverage if you make any alterations to it.

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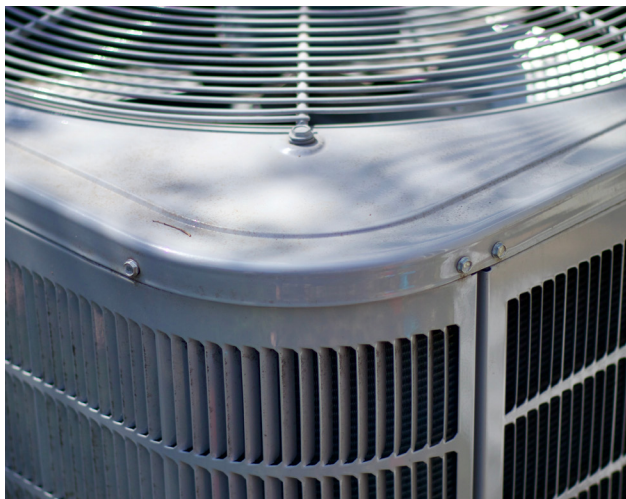
Operating systems

One of the PDI's key benefits is learning from your builder how your home's heating, ventilation, electrical and plumbing systems operate. The following details can guide you in talking with your builder about these systems.

Your builder should provide you with information that relates to operating your home's systems.

Heating

- Check the condition of the furnace and hot water heater and ensure both are functioning
- Find the furnace filters and ask about how to care for them
- Review the operation of your heating and cooling system, and how the programmable thermostat functions
- Locate the emergency shut-off switch for the furnace
- Learn about the location of shut-off valves for fuel supplies and understand how to operate them
- Understand the maintenance schedule needed to keep this equipment in top performance



Plumbing

- Locate the main water shut-off valve and ask how to operate it
- Locate the water shut-off for exterior hose bibs

Find out how to drain and shut off the line before winter to avoid leaks or burst pipes.

Air conditioning

- If your builder is providing a central air conditioner, check that it has been installed

Systems cannot be operated when outside temperatures are below a certain level. Your builder should provide you with this information.

Mechanical ventilation

- Make sure that you understand how to achieve proper ventilation and maintain an adequate relative humidity level all year-round in order to avoid condensation problems
- If applicable, locate the principal exhaust fan switch and ensure that it functions
- If your home is equipped with a Heat Recovery Ventilator (HRV), have your builder instruct you on its proper use and maintenance
- Ask your builder for information about recommended humidity levels for every season

Condensation problems that result from improper maintenance are not covered by the new home warranty.

Consider getting a hygrometer to measure the humidity levels in your home.

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If you miss something during the PDI

If the recorded items are not addressed by the time you take possession or occupancy, take action immediately:

- Document the issue; take photos and keep them for future reference
- Notify your builder by email about the issue right away
- Send a copy of this email to Tarion; we'll use this record of damage during the conciliation process

What comes next?

After you take possession or occupancy of your new home, register for [Tarion MyHome](#), an easy-to-use and convenient way to manage your warranty claims.

If the recorded items are still not addressed by the time you move in, list them on your warranty form and submit it to your vendor/builder and Tarion.

Learn how to make a warranty claim at [Tarion.com](#).

Questions? Contact us



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customerservice@tarion.com



1 877 982 7466

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customerservice@tarion.com

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