



## **AMENDMENT AGREEMENT - SCHEDULE "B"**

### **Instructions for Completing the Amendment Agreement – Schedule "B"**

This amendment is only to be completed and sent to Tarion when you need to add an additional Vendor/Builder registration number that was not included in Schedule "A" of the originally submitted Appointment of Administrator Form or for a New Vendor/Builder Registration associated with another registration (i.e. Umbrella Group), and **must** be under the same assigned administrator(s) provided on the originally submitted Appointment of Administrator Form.

If there is a change to the original assigned administrator(s) you will be required to complete a **new** Appointment of Administrator Form.

**Note:** You **must** attach a copy of the originally submitted Appointment of Administrator(s) Form to which this amendment applies.

**Date:**

**This document must have the date of the originally submitted Appointment Form not the current date.**

**Signatures:**

Signing Authority: The authorized signing officer who has the authority to bind the Vendor/Builder or New Registration Application listed in Schedule B must sign, print name, print title and provide their e-mail address and must be the same Signing Authority as the originally submitted Appointment Form. Note: If the assigned Administrator(s) and the signing authority are the same individual they must complete all sections.

Assigned Administrator: Under each role the assigned Administrator must sign, print name and provide their e-mail address.

**Additional Vendor/Builder or New Application Information:**

You **must** enter the additional Vendor/Builder company name and Tarion registration number or the new registration Application ID. If multiple additional Vendor/Builder company names are required, attached a sheet listing all company names and registration numbers to Schedule B.

**If you have any questions about the Amendment Agreement or these instructions, please contact Tarion at 1-877-696-6497 ext. 3812 or e-mail us at [builderlink@tarion.com](mailto:builderlink@tarion.com).**



**AMENDMENT AGREEMENT – SCHEDULE B**

The undersigned has reviewed and hereby agrees to be bound by all of the provisions of the originally submitted BuilderLink™ Appointment of Administrator(s) Form which was dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a copy of which is attached (the “Appointment”).

Capitalized terms not defined in this Amendment Agreement have the meanings set out in the Appointment.

**ADDITIONAL VENDOR/BUILDER OR NEW APPLICATION INFORMATION:**

\_\_\_\_\_  
Vendor/Builder Name

\_\_\_\_\_  
Additional Vendor/Builder Number OR New  
Registration Application ID

**SIGNING AUTHORITY:**

I have authority to bind the above noted Vendor/  
Builder Number or New Registration Application

Signature: \_\_\_\_\_  
Print Name:  
Print Title:  
Print Email:

**ASSIGNED PAYMENTS ADMINISTRATOR:**

Signature: \_\_\_\_\_  
Print Name:  
Print Email:

**ASSIGNED REGISTRATION AND RENEWAL  
ADMINISTRATOR:**

Signature: \_\_\_\_\_  
Print Name:  
Print Email:

**ASSIGNED GENERAL ADMINISTRATOR:**

Signature: \_\_\_\_\_  
Print Name:  
Print Email: