

## **Instructions for Completing the Appointment of Administrator(s) Form for BuilderLink**

Below are instructions on how to complete the Appointment of Administrator(s) Form for BuilderLink. Please ensure the form is accurately completed and signed before submitting it to Tarion. If the form is not completed according to these instructions, or if there are any changes, deletions, corrections, the form may be returned, which will result in the delay of creating new administrators and your company will not have access to the increased functionality on BuilderLink.

### **Completing the Appointment Form**

The form contains blank fields into which the following information must be printed or typed before the form is signed and returned to Tarion. **You will need to complete multiple Appointment Forms if you wish to have multiple Administrators for each role.**

#### **Payments Administrator Name**

You must print the name of the Payments Administrator which identifies the individual who will have full power and authority to act on behalf of the Vendor/Builder, and the Vendor/Builder hereby authorizes and directs Tarion to deal with the Payments Administrator, in connection with all matters on BuilderLink relating to financial type transactions.

Also indicate whether or not the name of the individual is a new/additional administrator, replaces an existing administrator or is the existing administrator on file by checking off the appropriate box.

Under “2 b” enter the dollar limit amount that this payments administrator will be authorized to process. A dollar limit must be entered if Payments Administrator is assigned in order to process. If no dollar limit is entered the default of \$250,000.00 will be assigned.

If an Administrator is not being assigned, please indicate “Not Applicable” (N/A) in both areas.

#### **Registration and Renewal Administrator Name**

You must print the name of the Registration and Renewal administrator which identifies the individual who will have full power and authority to act on behalf of the Vendor/Builder, and the Vendor/Builder hereby authorizes and directs Tarion to deal with the Registration and Renewal Administrator, in connection with all matters on BuilderLink relating to registration and/or renewals.

Also indicate whether or not the name of the individual is a new/additional administrator, replaces an existing administrator or is the existing administrator on file by checking off the appropriate box.

**By assigning a Registration and Renewal Administrator the Vendor/Builder hereby agrees to submit all new and renewal registrations solely online through BuilderLink. Application renewal must be completed online, a paper renewal form will not be mailed.**

If an Administrator is not being assigned, please indicate "Not Applicable" (N/A). **NOTE:** Registration and Renewal Administrator required for registration applications submitted online.

### **General Administrator Name**

You must print the name of the General Administrator which identifies the individual who will have full power and authority to bind the Vendor/Builder, and the Vendor/Builder hereby authorizes and directs Tarion to deal with the General Administrator, in connection with any and all matters relating to BuilderLink from time to time, other than the matters related to payments or Registration and/or Renewals including the ability to agree to contractual terms and conditions of registration.

Also indicate whether or not the name of the individual is a new/additional administrator, replaces an existing administrator or is the existing administrator on file by checking off the appropriate box.

**NOTE:** For BuilderLink access, at minimum, a General Administrator must be assigned.

**IMPORTANT:** As a registered user of BuilderLink you will no longer receive any case documents by mail and will be required to check BuilderLink regularly for this information. If you would like to continue to receive case documents by mail, you must change your Mailed Documents settings through the BuilderLink Admin menu after receiving your log in information.

### **Signatures and Date**

**The document must be dated and signed where an Administrator has been named on pages 6 and 7.**

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

Signing Authority: For each role the authorized signing officer who has the authority to bind all Vendor/Builders listed in Schedule A must sign, print name, print title and provide their e-mail address. **Note:** If the assigned Administrator and the signing officer are the same individuals they must complete both sections.

### **Schedule "A"**

You must list any and all the Vendor/Builder company names and Tarion registration number (#) or online application ID for each company the Administrator will have access to and whereby the signing officer has the authority to bind the company listed.

**If you have any questions about the Appointment Form or these instructions, please contact Tarion at 1-877-696-6497 ext. 3812 or e-mail via the [Contact Us](#) link.**