

**RESIDENTIAL CONSTRUCTION REBATE
CONTRACTOR ENROLMENT FORM**

Contractor Information / Instructions

- Please review all details of the program (including the Frequently Asked Questions attached) and then complete the form in full and ensure it is signed.
- Only one enrolment per contractor is required.
- An incomplete form will delay processing and delay pre-approval processes for homeowners.
- This form must be received and approved prior to project pre-approval.
- The revenue collected by each contractor through the Residential Construction Rebate program may be subject to post audit processes.
- For further information about this program or questions, please contact:

Canadian Home Builders' Association – NL

48 Welland Street
St. John's, NL A1E 6C1
Telephone: (709) 753-2000
Toll free: 1-800-265-2800
Admin@chbanl.ca

Part 1 – Contractor Information

Please print all information in BLOCK LETTERS. Please complete in full.

Contractor Name (Operation Name)	_____			
Mailing Address	_____			
	Apt / Street Number	Street Name	P.O. Box	R.R. #

	City	Province	Postal Code	

Telephone Number & Email	() _____			
WorkplaceNL Firm #	_____			
General Liability Insurance Coverage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Name of Insurance Provider:	_____			
Insurance Policy Number:	_____			
Amount of Coverage	_____			
Business Number	_____			
HST Number	_____			

Part 2 – Declaration

We are unable to process this form if it is unsigned.

I hereby certify that:	
<ul style="list-style-type: none"> • All program documentation (i.e., Frequently Asked Questions) has been reviewed and the conditions for the rebate are understood. • The information contained in this application is, to the best of my knowledge, true, complete and correct in every respect. 	

Name (Please Print)	
X	_____
Signature	Date

Please submit completed form to:
 Residential Construction Rebate
 Canadian Home Builders' Association – NL
 48 Welland Street
 St. John's, NL A1E 6C1
 Telephone: (709) 753-2000 Toll free: 1-800-265-2800 Fax: (709) 753-7469
 E-mail: admin@chbanl.ca

Privacy Notice

Your personal information is being collected in accordance with section 61(c) of the **Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015)** and will be used for administrative and statistical purposes related to the Residential Construction Rebate program. It will not be used or disclosed for any other purposes unless authorized under **ATIPPA, 2015** or required by law. For questions or comments related to the protection of your personal privacy, please email Beth Bartlett, ATIPP Coordinator at bethbartlett@gov.nl.ca.

For Department of Finance and/or CHBA Use Only:	
Confirmed Eligible Contractor:	Verifier:
Date:	
Application #:	Approved:
Date:	

Residential Construction Rebate Program
Frequently Asked Questions
Updated July 28, 2020

General Questions:

1. What is the rebate?
 - Homeowners are eligible for one of two of the following rebates:
 - 25% rebate on home renovation projects, up to a maximum rebate of \$10,000, for principal residences, for eligible home renovation projects. Total project costs must exceed \$1,000 (before HST).
 - 25% rebate on new home construction, up to a maximum rebate of \$10,000, for principal residences valued up to a maximum of \$350,000 (before HST).
 - All projects must be completed by a registered third-party contractor.
2. Is the rebate income tested?
 - No. Income information is not used to assess eligibility for the rebate.
3. How do I apply for the rebate?
 - To apply for the rebate, the homeowner must complete and submit the pre-approval form to the Canadian Home Builders' Association – Newfoundland and Labrador.
 - All homeowners must sign the pre-approval form.
4. When does the pre-approval form need to be submitted by?
 - The pre-approval form must be submitted to the Canadian Home Builders' Association – Newfoundland and Labrador not later than August 7, 2020.
5. What is the start date for the home renovation/construction to be eligible for the rebate?
 - This program is for projects contracted between June 8 and August 7, 2020 **and** started on or after June 8, 2020, with work substantially completed by March 31, 2021.
 - If the work was previously contracted, it is not eligible for the rebate regardless if work has been started or not.
6. If I am building a new home to rent/lease or doing renovations to a residential rental unit, am I eligible for the rebate?
 - No. Eligibility for the program requires the renovation work or new build be for the homeowner's principal place of residence.
7. Will I know if I am approved before construction starts?
 - Each application will be assessed to determine eligibility. Notification to the homeowner will be provided to advise of the results. There is no guarantee of pre-approval.
8. Is there a deadline by which the work must be completed?
 - All renovation work and new construction must be substantially completed by March 31, 2021.

9. What is meant by substantially complete?

- For home renovations, the work is considered substantially completed if 90% or more is completed by March 31, 2021.
- For a new home build, the work is considered substantially completed if 51% or more of the home is constructed by March 31, 2021.
- In the event that the home renovation or new home build is not considered substantially complete by CHBA by the specified dates, no rebate will be provided to the homeowner, regardless of reason for delay.

10. How do I get my rebate?

- Complete the pre-approval form. Once CHBA reviews, the pre-approvals will be assessed by the Department of Finance, Government of Newfoundland and Labrador.
- When a pre-approval is confirmed by the Department of Finance and the homeowner is advised, they must complete a [Supplier Setup and Maintenance Form](#). All rebates will be provided via Electronic Funds Transfer (EFT), by the Department of Finance.
- Payments will be processed, up to June 30, 2021, depending on the work submission deadlines noted. A homeowner submits all supporting documentation to the Canadian Home Builders' Association – Newfoundland and Labrador. All rebates will be provided via Electronic Funds Transfer (EFT), by the Department of Finance.

11. What supporting documentation is required to receive my rebate?

- Proof of payment to the contractor from the homeowner (specifically, an invoice from the contractor stating it is paid,).
- Confirmation from the homeowner that the work has been substantially completed and validated by the CHBA.
- Copy of pre-approval letter.
- Social Insurance Number and Date of Birth
- Detailed invoices/agreements of work completed.
- Valid Government of Newfoundland and Labrador issued vendor number and supplier site code. If a homeowner does not currently have a vendor number, they must complete a [Supplier Setup and Maintenance Form](#).

Note: The revenue collected by each contractor through the Residential Construction Rebate program may be subject to a post audit processes.

12. What is an eligible contractor?

- An eligible contractor includes any third-party business that is carrying out commercial activities. Evidence used to substantiate eligibility includes proof of liability insurance, HST registration number, valid Business Number and a WorkplaceNL registration number.
- Supply Centres that arrange contracted services for clients are eligible, however the entire purchase must be processed by the Supply Centre and not in two transactions. A homeowner who purchases the materials themselves and then arranges for installation by a registered third-party contractor is not eligible for this rebate.

13. How can a contractor become eligible to participate in this program?
- A contractor must provide information to confirm they are eligible for Residential Construction Rebate Program by completing the contractor enrolment form and submitting it to the Canadian Home Builders' Association – Newfoundland and Labrador.
 - There is no fee for enrolling in the rebate program.
 - An eligible contractor does not have to be a member of the Canadian Home Builders' Association – Newfoundland and Labrador to participate in this program.
14. Would a contractor performing their own renovations or building their own house qualify for the program?
- No. This program requires the work to be completed by a registered, third-party contractor.
15. What is meant by principal place of residence?
- A principal residence is the primary location that a person inhabits for the majority of the year (more than 6 months), also referred to as primary residence or main residence.
16. What is the Canadian Home Builder's Association – Newfoundland and Labrador (CHBA-NL)?
- The Canadian Home Builders' Association – Newfoundland and Labrador (CHBA-NL) is an industry association whose members include new home builders, renovators, developers, trades, manufacturers, suppliers, lenders, government representatives and other industry related professionals.
 - For more information please visit <https://chbanl.ca/>.
17. How does the homeowner confirm if their contractor has registered with the CHBA-NL for the Residential Construction Rebate Program?
- Once the homeowner has decided on their contractor, the homeowner should confirm if they have enrolled in the program with the CHBA-NL. If they have not, the homeowner should ask that the contractor complete and submit the contractor enrolment form to the CHBA-NL as soon as possible.
18. What does it mean to be in good standing with the Government of Newfoundland and Labrador?
- Individuals or businesses that have no amounts or fees owing that are not past due to the Government and Newfoundland would be considered in good standing.
19. Am I eligible to participate in the Residential Construction Rebate Program if I am already availing of another provincial government program (i.e. Heat Pump Rebate Program or Homeowner Support Programs through NL Housing) designed to assist with the cost of home renovations or new home construction?
- No. Any homeowner who is currently availing of a program which is designed to assist with the financial impacts of renovating their home or building a new home, are not eligible to receive a rebate under the Residential Construction Rebate Program. Every homeowner is required to sign an attestation when completing their pre-approval form.

Residential Home Renovation Projects:

1. What home renovation projects are eligible for a rebate?
 - An eligible home renovation project is a building renovation that is of an enduring nature and is integral to, or built into, the residence. The following are examples:
 - re-shingling a roof
 - replacing siding
 - exterior painting
 - kitchen, bathroom, or basement renovations
 - replacing windows or doors
 - new furnace
 - upgrading wiring
 - upgrading insulation
 - new carpet or hardwood floors
 - building an addition to your home
 - building a shed, deck, fence, retaining wall, or greenhouse
 - weeping tile
 - installing septic systems, wells or oil tanks
 - an air conditioning unit which is built into the home heating or ventilation system
 - renovations to co-op units, only if the applicant is the owner of the unit
 - electric car charging stations (installed at a homeowner's principle residence)
 - eaves trough

2. What are some examples of renovations projects that are NOT eligible for a rebate?
 - repairs and maintenance which are usually performed on an annual or more frequent basis (e.g., minor deck/fence repairs, driveway sealing, etc.)
 - appliances (e.g. fridge, stove) and audio-visual electronics
 - financing costs
 - landscaping
 - resurfacing a driveway
 - furniture and draperies/blinds/shutters
 - purchase of tools or other construction equipment
 - carpet cleaning
 - house cleaning
 - maintenance contracts for furnace cleaning, snow removal, lawn care, etc.
 - an air conditioner which is a portable plug-in type
 - land surveying/appraisal

3. Are materials purchased by the homeowner eligible for the rebate?
 - No. . The cost of materials that are purchased directly by the homeowner (not through the contractor) is not eligible for the rebate. In this situation, only the cost of the labor is eligible for the rebate.
 - The cost of the materials is only eligible for the rebate when purchased through the contractor.

4. Can a homeowner submit more than one pre-approval form to the rebate program?
 - Homeowners can only submit one pre-approval form for the Residential Construction Rebate program. However the one form can include multiple renovation projects and multiple third-party contractors.
 - The total cost of all renovation projects must exceed \$1,000.
 - The maximum rebate available on the sum total of all projects will not exceed \$10,000.

New Home Construction Projects:

1. Is a homebuyer who is living out of the province eligible for the rebate if they build a new home in this province?
 - If the new build will be the homebuyer's principal place of residence, the homebuyer can apply to the rebate program. The contract to build the home cannot be signed and construction cannot be started before June 8, 2020. The work must be substantially complete by March 31, 2021.
2. If the homeowner previously purchased the land and is now building the home, is the cost of the land included in the value eligible for the rebate?
 - Yes. When submitting the application, the homeowner must include proof of the cost of the land, which is then included in determining the amount eligible for the rebate.
 - The total value (land and construction) must not exceed \$350,000 (before HST). Landscaping and paving is not included.
3. If a homebuyer has already signed a contract and construction has begun on their new home (and hence not eligible for the new home construction rebate), is the homeowner eligible for the home renovation rebate should they now decide to do additional work (e.g., basement completed) before taking possession of the home?
 - If the work is contracted between June 8, 2020 and August 7, 2020 and started on or after June 8, 2020, the additional work will be eligible for a rebate as a home renovation project, as long as it is more than \$1,000 and is substantially complete by March 31, 2021.
4. Is a renovation to a basement apartment eligible for a rebate?
 - If the homeowner is also living in the same house, then yes, the apartment renovation is eligible for the rebate, provided all other conditions of the program are met.
5. Are homes built on market speculation (spec homes) eligible for the Residential Construction Rebate?
 - Yes. Spec homes are eligible for this rebate, subject to meeting the following program requirements:
 - pre-approval form submitted between June 8, 2020 and August 7, 2020
 - home is substantially completed by March 31, 2021
 - total value of the home (including land) is less than or equal to \$350,000 (before HST)
 - principal place of residence for the homeowner