



IF YOU RENOVATE THEN YOU MUST RENOBATE

CHECK LIST FOR CLIENTS:

Date: _____, 2015

Home Owner/s Full Name/s : _____

Phone# _____

Email Address: _____

SIN # (Will be required for input while signing your completed application)

Complete Address: _____

Primary Residence: YES: _____ NO: _____

Previous Complete Address: _____

Type of work: substantial renovation: _____ major addition _____
newly constructed: _____

Description of work: _____

Start date of work _____

Finish date of work _____

SF of SR or MA:

Total square footage of house before Renovation. _____

Total square footage of house Renovated. _____

Total square footage of house after Renovation. _____

Total square footage of Major Addition. _____

Building permit #: _____

Location of Permit Issuance: _____

Legal Description of Property

Lot # _____ Plan # _____ Other: _____

Other to Include: Concession, Range, Parcel, Section, etc. Found on Deed or Land Transfer document. (Please include Detail)

Live in during work? _____

Full Market Value after Renovations _____

Basis for FMV presented, _____

Date of Substantial Completion SC (90%) _____

Invoices contact: If it is easier, you can scan and send them to me. Our bookkeeper will store them in a secured hard drive and they will only be used for the purpose of our engagement

Below is a list of potentially the largest dollar invoices that incurred HST:

- | | |
|----------------------------------|---|
| 1. Excavation | 13. Security Systems |
| 2. General Contractor/Builder | 14. Outdoor patio |
| 3. Architectural/Plans/Permits | 15. Decks /Fencing |
| 4. Demolition | 16. Plumbing/Lighting Fixtures |
| 5. Framing | 17. Built in Appliances |
| 6. Masonry (Bricks/Stone) | 18. Flooring/Carpeting/Staircase |
| 7. Plumbing/Electrical | 19. Interior Decoration- painting, wall |
| 8. Windows/Doors | 20. HVAC (heating, A/C) |
| 9. Trim Carpentry | 21. Interior Decoration |
| 10. Painting (exterior/interior) | |
| 11. Cabinets/Vanities | |
| 12. Landscaping | |

Specifically Excluded items include the following and should not be included in the invoices you are claiming the HST refund on:

Free-standing appliances or furniture,
Inherited land,
Television, DVD player, or sound system,
Power tools used to build the house,
Artwork or home furnishings that are not fixtures,
Electricity and heating bills, moving expenses,
Custom-made draperies or blinds,
Pesticides, weed spraying,
Area rugs, linens,