

Contract Requirements for Sale of Retail Homes from Place of Business

Does your contract meet the requirements? *Check it out!*

- a) the date on which the contract was entered into
- b) the name and address of the seller and the buyer
- c) the total amount payable by the buyer and the conditions of payment
- d) a detailed description of the home, materials, appliances or fixtures to be supplied
- e) if the buyer is required to provide a deposit, the amount of the deposit and the terms respecting what it is to be used for and the circumstances in which it is to be returned to the buyer
- f) the delivery date
- g) the completion date, if applicable
- h) the year of manufacture of the home
- i) the name of the home's manufacturer
- j) the home's serial number and its CSA label number

A person who is engaged in the retail home sales business and who enters into a retail home sales contract with a buyer must provide a copy of the signed contract to the buyer

- i. On or before the date that the work under the contract begins, or
 - ii. Within 10 days after the buyer signs the contract,
- whichever occurs first.

SEE SAMPLE CONTRACT ON NEXT PAGE

SAMPLE CONTRACT FOR THE SALE OF RETAIL HOMES FROM PLACE OF BUSINESS

This sample contract shows what a form of contract may resemble if it has all the elements of the checklist. This sample is not provided for use as a contract or form of contract. This sample contract, any comments on your form of contract, or the issuance of a licence are not substitutes for legal advice. Applicants and licensees are advised to consult a lawyer to ensure that their contracts comply with all applicable legislation, including all sections of the *Consumer Protection Act*, and are suitable for their business needs.

b) { **COMPANY LEGAL NAME O/A COMPANY TRADE NAME**
 Company Address, Anywhere, AB Postal Code
 Phone No: (###) ###-#### Fax No: (###) ###-#### e-Mail: ____@____.____

b) { Customer's Name: _____ Phone #: _____ } f)
 Customer's Address: _____ Delivery Date: _____ } g)
 h) { Year of Manufacture: _____ CSA Label #: _____ } j)
 i) { Name of Manufacturer: _____ Serial #: _____ }

Detailed Description

d) {

SAMPLE

l

Terms of Payment and Terms of Deposit:		Subtotal	\$ _____	} c) and e)
_____		GST	\$ _____	
_____		Total	\$ _____	
_____		Deposit	\$ _____	
_____		Balance	\$ _____	

a) { Date Contract Entered Into: _____

Customer's Signature: _____

Seller's Signature: _____

Copy of signed contract must be provided to the buyer on or before the date that the work under the contract begins OR within 10 days after the buyer signs the contract, whichever comes first.