

REAL ESTATE DEVELOPMENT MARKETING ACT
POLICY STATEMENT 10
DISCLOSURE STATEMENT REQUIREMENTS FOR DEVELOPMENT PROPERTY
CONSISTING OF TWO OR MORE COOPERATIVE INTERESTS

Effective January 1, 2005

1. Interpretation

In this Policy Statement:

- (a) "Act" means the *Real Estate Development Marketing Act*, and
- (b) unless the context otherwise requires, other words and expressions have the meanings given to them in the Act.

2. Disclosure Statement Filing

Unless exempted by the regulations, section 14 of the Act requires developers to file a disclosure statement with the superintendent before marketing a development unit in development property. The disclosure statement must:

- (a) be in the form and include the content required by the superintendent;
- (b) without misrepresentation, plainly disclose all material facts;
- (c) set out the substance of a purchaser's rescission rights; and
- (d) be signed as required by the regulations.

The form and content required by the superintendent for disclosure statements filed in relation to development property consisting of two or more cooperative interests are set out in this Policy Statement. The onus is strictly on the developer to disclose plainly all material facts, including a fact or proposal that could reasonably be expected to affect the value, price, or use of the development property or a development unit.

Developers may market a development unit immediately after filing a disclosure statement that is prepared in accordance with section 14(2) of the Act. However, before entering into a purchase agreement, the developer must provide a copy of the disclosure statement to the purchaser, give the purchaser a reasonable opportunity to read the disclosure statement and obtain a written statement from the purchaser acknowledging that the purchaser had an opportunity to read it.

NOTE: *Marketing includes engaging in any transaction or other activity that will or is likely to lead to a sale or lease. It is the superintendent's view that marketing includes the use of "letters of intent", "priority lists", "reservation agreements", "conversion rights", "rights of first refusal", or any similar agreement that carries with it the right to acquire a cooperative interest. Accordingly, developers should file a disclosure statement before using any such agreement or receiving any deposit or other consideration.*

*Developers may advertise a proposed development and communicate with potential purchasers so long as potential purchasers **do not** gain the impression that they have a right to acquire a cooperative interest. To avoid confusion, it is recommended that every advertisement contain the developers' name and address, the telephone number of at least one representative from whom information and a copy of the disclosure statement (when available) may be obtained, and a **prominent disclaimer** stating that the advertisement is **not** an offering for sale and that such an offering can only be made after filing a disclosure statement.*

3. Form and Content of the Disclosure Statement

Form 10 sets out the form and content required under section 14 of the Act for disclosure statements filed in relation to cooperative interests in a cooperative association. **The information contained in each disclosure statement must be set out in the order contained in Form 10. If a section does not apply to a particular development property, the section must state "not applicable".** Sections and subsections may be added by a developer, as required, to meet the developer's obligation to disclose plainly all material facts.

NOTE: *If a change occurs that would have the effect of rendering a statement false or misleading or that brings into being a fact or proposal which should have been disclosed if the fact or proposal had existed at the time of filing, section 16 of the Act requires developers to file an amendment to the disclosure statement. If the change is in respect of the identity of the developer or the appointment of a receiver, liquidator, trustee in bankruptcy or other person, in respect of the original developer, then the new developer, who has the right to acquire or dispose of the development property, must file its own new disclosure statement.*

4. Enforcement

The superintendent's staff will review disclosure statements to determine whether they are in the form and include the contents required by this Policy Statement. In addition, the superintendent's staff will conduct audits of selected disclosure statements to determine whether they contain any misrepresentations, or otherwise fail to comply with the requirements of the Act.

Where it is found that a disclosure statement contains a misrepresentation, or otherwise fails to comply with the requirements of the Act, a recommendation may be made to the superintendent to issue a cease marketing order. Before issuing a cease marketing order, the superintendent will provide a developer with an opportunity to be heard, unless the length of time required to complete an investigation or to hold a hearing is detrimental to the public interest, in which case an urgent order may be made.

After a hearing, if a developer is found to have filed a disclosure statement containing a misrepresentation, or to have otherwise failed to comply with the requirements of the Act, the superintendent may order the developer, and its directors, to pay an administrative penalty in the amount of, in the case of a corporation, not more than \$50,000 or, in the case of an individual, not more than \$25,000. The superintendent may also order the developer to pay enforcement expenses or choose to recommend prosecution under section 39 of the Act.

FORM 10

Cover Page Disclosure

The following information must be included on the cover page of the disclosure statement:

- State the full legal name, address for service in British Columbia, and business address of the developer.

NOTE: *In many cases, the developer of a cooperative association is a person other than the cooperative association itself. For example, the individual or company who is authorizing the issue or transfer of shares in the cooperative association is often the developer. In all cases, identify the person who has the right to dispose of the cooperative interests.*

- State the name and business address in British Columbia of the real estate brokerage, if any, acting on behalf of the developer or describe whom the developer will use to market the cooperative interests. If the developer intends to use its own employees to market the cooperative interests, disclose that the employees are not licensed under the *Real Estate Services Act* and are not acting on behalf of the purchaser.
- Specify the date of the disclosure statement.
- Display the following disclaimer **in conspicuous type**:

"This Disclosure Statement has been filed with the Superintendent of Real Estate, but neither the Superintendent, nor any other authority of the government of the Province of British Columbia, has determined the merits of any statement contained in the Disclosure Statement, or whether the Disclosure Statement contains a misrepresentation or otherwise fails to comply with the requirements of the *Real Estate Development Marketing Act*. It is the responsibility of the developer to disclose plainly all material facts, without misrepresentation."

Second Page Disclosure (Cancellation Rights)

Display the following information about a purchaser's right to terminate a contract, **in conspicuous type**, on the second page of the disclosure statement:

RIGHT OF RESCISSION

Under section 21 of the *Real Estate Development Marketing Act*, the purchaser or lessee of a development unit may rescind (cancel) the contract of purchase and sale or contract to lease by serving written notice on the developer or the developer's brokerage, within 7 days after the later of the date the contract was entered into or the date the purchaser or lessee received a copy of this Disclosure Statement.

The rescission notice may be served by delivering or sending by registered mail, a signed copy of the notice to

- (a) the developer at the address shown in the disclosure statement received by the purchaser,**
- (b) the developer at the address shown in the purchaser's purchase agreement,**
- (c) the developer's brokerage, if any, at the address shown in the disclosure statement received by the purchaser, or**
- (d) the developer's brokerage, if any, at the address shown in the purchaser's purchase agreement.**

The developer must promptly place purchasers' deposits with a brokerage, lawyer or notary public who must place the deposits in a trust account in a savings institution in British Columbia. If a purchaser rescinds their purchase agreement in accordance with the Act and regulations, the developer or the developer's trustee must promptly return the deposit to the purchaser.

If the developer is marketing the cooperative interests pursuant to Policy Statement 5 or 6, **insert the rescission rights contained in those Policy Statements immediately after the statutory right of rescission.**

Describe any additional rescission rights applicable to the offering.

TABLE OF CONTENTS

- Insert a table listing the contents of the disclosure statement.

1 The Developer

- 1.1 State the jurisdiction, date of incorporation, and incorporation number of the developer.
- 1.2 State whether the developer was incorporated specifically for the purpose of developing the cooperative interests and whether the developer has any assets other than the development property itself.
- 1.3 State the address of the developer's registered and records office.
- 1.4 List the names of all directors required by section 14 of the Act and section 9 of the regulations to sign the disclosure statement.

NOTE: *If the developer is not incorporated, amend this item, as required, to disclose plainly all material facts about the developer. If the identity of the developer marketing the cooperative interests changes, the new developer must file its own disclosure statement.*

2 General Description

2.1 General Description of the Development

Describe the physical and legal form of the development property, including the total number of cooperative interests in the development, the number being marketed by the developer and the civic location of the development. Attach a copy of the actual or proposed plans, showing the layout of the development and the dimensions or areas of the cooperative interests and common areas as an Exhibit.

If the cooperative association is part of a larger development plan, describe the overall development plan and the arrangements, if any, for amalgamation or the sharing of costs or facilities.

NOTE: *Cooperative interests may be in relation to the use of an area in a building or an area of land. In either case, disclose all material facts about the physical and legal form of the development property.*

2.2 Permitted Use

Describe the zoning applicable to the development property and the permitted use of all cooperative interests in the development. State whether any cooperative interest may be used for commercial or other purposes not ancillary to residential purposes.

3 Cooperative Information

3.1 Cooperative Association

State the jurisdiction, date of incorporation, and incorporation number of the cooperative association.

NOTE: *If the cooperative association is not incorporated, amend this item, as required, to disclose all material facts about the cooperative association.*

3.2 Form of Ownership

Describe the form of ownership, membership or partnership in the cooperative association. Attach a schedule showing the proportionate interest of the cooperative interest owners in the cooperative association as an Exhibit.

3.3 Use Agreement

Summarize the key terms of the use or other agreement that limits use and occupation of the cooperative interest owners to a part of the land or building owned by the cooperative association and that controls use of the common areas. Attach a copy of the agreement as an Exhibit.

3.4 Articles, Bylaws and Rules

Summarize the key terms of the actual or proposed bylaws, articles, memorandum, constitution, rules or regulations governing the cooperative association. Describe any rights or restrictions associated with the disposition of an interest in the cooperative association. Attach a copy of the documents as an Exhibit.

3.5 Developer's Rights

Describe any rights or controls retained by the developer in relation to the cooperative association.

3.6 Assets and Liabilities

Describe the assets and liabilities of the cooperative association.

3.7 Parking

Explain the parking arrangements, including the number and location of parking stalls and the method of allocating the right to use the stalls.

3.8 Common Areas and Facilities

Describe the common areas and common facilities of the cooperative association, including any restrictions or privileges that relate to their use.

3.9 Furnishings and Equipment

Describe any furnishings and equipment that are included in the purchase price of a cooperative interest.

3.10 Budget

Disclose who is responsible for paying the cost of utilities and other services. Attach a copy of the estimated operating budget of the cooperative association as an Exhibit, including a schedule showing how the budget will be allocated amongst the individual cooperative interest owners. If the cooperative association has approved a budget at an annual general meeting, attach a copy of its most recent budget as an Exhibit, including a schedule showing how the budget is allocated

amongst the individual cooperative interest owners.

3.11 Utilities and Services

Disclose particulars of the following services, including whether they are available, the required permits, who is responsible for obtaining the permits and installing the services, whether those permits have been obtained and the expected date of completion for the servicing:

- (i) Water;
- (ii) Electricity;
- (iii) Sewerage;
- (iv) Natural gas;
- (v) Fire protection;
- (vi) Telephone;
- (vii) Access.

3.12 Management Contracts

Describe any cooperative association management contracts that the developer has entered into, or intends to enter into, that will bind the cooperative association. If the property manager is related to the developer, attach a copy of the management contract as an Exhibit.

NOTE: *Other material contracts may be disclosed in section 7.4.*

3.13 Insurance

Describe the insurance coverage to be placed on the development property and development units by the developer in the name of the cooperative association.

4 Title and Legal Matters

4.1 Legal Description

State the legal description of the development property.

4.2 Ownership

State the name of the registered owner of the development property. If the developer is not the registered owner, describe the legal arrangements that enable the developer to market the cooperative interests.

4.3 Existing Encumbrances and Legal Notations

List and describe briefly all encumbrances and legal notations registered against title to the development property or a development unit. Explain the arrangements by which financial charges will be removed from title. Attach a copy of any encumbrance that significantly restricts use or occupation of any cooperative interest as an Exhibit.

NOTE: *Ordinarily, general encumbrances, such as easements for the supply of hydro, telephone or other services, do not significantly restrict the use or occupation of cooperative interests. Consequently, it is only necessary to provide a brief description of such encumbrances. In contrast, encumbrances such as restrictive covenants that impose age, use or occupancy restrictions are significant. Accordingly, in addition to providing a brief description, a copy of the encumbrance should be attached as an Exhibit. It is permissible to attach a copy of the relevant*

pages if the encumbrance is lengthy.

4.4 Proposed Encumbrances

List and describe briefly all encumbrances that the developer proposes to register against title to the development property or a development unit. Attach a copy of any encumbrance that significantly affects use or occupation of any cooperative interest as an Exhibit.

NOTE: *See previous NOTE.*

4.5 Outstanding or Contingent Litigation or Liabilities

Describe any outstanding or contingent litigation or liabilities in respect of the development property or against the developer that may affect the cooperative association or cooperative interest owners.

4.6 Environmental Matters

Disclose all material facts related to flooding, the condition of soil and subsoil, or other environmental matters affecting the development property.

5 Construction and Warranties

5.1 Construction Dates

State the actual or estimated dates of commencement and completion of construction.

5.2 Warranties

Describe any construction or equipment warranties.

5.3 Previously Occupied Building

If an existing building is being converted into cooperative interests, state the facts which establish that the requirements of section 6(2) of the Act have been met. If the building was constructed more than five years prior to filing the disclosure statement, or defects are known to exist, disclose all material facts related to the condition of the building.

NOTE: *The condition of a previously occupied building is ordinarily material to purchasers regardless of whether the building is being converted into cooperative interests. Accordingly, in all cases, a general summary of a previously occupied building's condition should be disclosed, together with the basis on which the condition of the building has been summarized. Developers may choose to attach a copy of a building condition report to the disclosure statement as an Exhibit or to make it available to purchasers or the superintendent on request.*

6 Approvals and Finances

6.1 Development Approval

State the facts which establish that the developer has met the preliminary requirements or approvals in Division 2 of Part 2 of the Act.

NOTE: *Under section 6 of the Act, a developer must not market a cooperative interest unless the appropriate municipal or other government authority has issued a building permit or development*

approval in relation to the cooperative interest. Section 10 of the Act permits developers to market a development unit before complying with section 6 if the appropriate municipal or other government authority has approved in principle construction of the development unit and the superintendent has given permission to the early marketing. Policy Statement 5 sets out the circumstances, including the applicable terms and conditions, in which the superintendent's permission is deemed to be granted. Developers who have not yet received a building permit or development approval, as applicable, should review Policy Statement 5 before completing this section.

6.2 Construction Financing

Describe the financing the developer has arranged or proposes arrange to construct the development.

NOTE: *Under section 12 of the Act, a developer must not market a cooperative interest unless the developer has made adequate arrangements to ensure payment of the cost of utilities and other services associated with the development unit. Policy Statement 6 sets out the circumstances in which arrangements made under section 12 are deemed adequate for the purpose of installing utilities and services. Developers should review Policy Statement 6 before completing this section.*

7 Miscellaneous

7.1 Deposits

State the name of the trustee who will be holding purchasers' deposits and that all money received from a purchaser will be held in trust by that person in the manner required by the *Real Estate Development Marketing Act*. If the developer has entered into a deposit protection contract, describe the subject matter and terms of the insurance, explain that the developer may use the deposit money to construct and market the development and state the aggregate and per claim limits of the insurance. In accordance with section 10 of the regulations, state the name and business address of the insurer, the name of the developer who entered into the deposit protection contract and the date on which the insurance takes effect.

NOTE: *Under section 18 of the Act, deposits must be held in trust by a real estate brokerage, lawyer or notary public, unless the developer has entered into a deposit protection contract. Ordinarily, deposits are held in trust or the deposit insurance contract remains in effect until the premises purchased or leased are capable of being lawfully occupied and an instrument evidencing the interest of the purchaser in the cooperative interest has been delivered to the purchaser.*

7.2 Purchase Agreement

State whether the developer intends to use a particular form of purchase agreement.

NOTE: *Under Policy Statements 5 and 6, the developer must attach a copy of its purchase agreement that contains the terms set out in the Policy Statements as an Exhibit.*

7.3 Developer's Commitments

Describe any commitment made by the developer that will be met after completion of the sale or lease and explain whether the developer has posted any security to meet the commitment. In **conspicuous type** disclose any risks associated with the developer's commitment.

7.4 Other Material Facts

Disclose any other fact that affects, or could reasonably be expected to affect, the market price, value or use of the cooperative interests or the development property.

NOTE: *Material facts include material contracts entered into or proposed to be entered into by the developer, or a person associated with the developer, that impose obligations or restrictions on purchasers or the cooperative association. Key terms of material contracts should be summarized in the disclosure statement with the contract attached as an Exhibit. Cooperative association management contracts should be disclosed in section 3.10.*

Signatures

- Deemed Reliance

State the following **in conspicuous type**:

Section 22 of the *Real Estate Development Marketing Act* provides that every purchaser who is entitled to receive this Disclosure Statement is deemed to have relied on any false or misleading statement of a material fact contained in this Disclosure Statement, if any, and any omission to state a material fact. The developer, its directors and any person who has signed or authorized the filing of this Disclosure Statement are liable to compensate the purchaser for any misrepresentation, subject to any defences available under section 22 of the Act.

- Declaration

State the following declaration, **in conspicuous type**, before the signatures of all persons who at the time of filing are developers or directors of corporate developers as required by section 14(2)(d) of the Act and section 9 of the regulations:

The foregoing statements disclose, without misrepresentation, all material facts relating to the Development referred to above, as required by the *Real Estate Development Marketing Act* of British Columbia, as of _____.

NOTE: *Disclosure statements must be signed by the developer(s). Additionally, if the developer is a corporation(s), all directors of the developer(s) must sign the disclosure statement, unless exempted by the superintendent. At least one director of each corporate developer will have to sign twice, once as the authorized signatory of the corporation and once in his or her personal capacity. Policy Statement 7 sets out additional information on signing disclosure statements.*

- Solicitor's Certificate

The disclosure statement must be accompanied by a certificate from a solicitor certifying that the contents of items 4.1, 4.2 and 4.3 are correct.

NOTE: *It is not necessary to attach the solicitor's certificate to the disclosure statement.*

Exhibits

- Attach a copy of all Exhibits to the disclosure statement.