



# ARCA Warranty Ltd.

2380 Pegasus Road N.E., Calgary, Alberta T2E 8G8  
1-800-382-8515 Toll Free

Telephone (403) 250-7055  
Fax (403) 250-1702

## Warranty Certificate Transfer Request Form

Please send completed form to [ARCA Warranty Ltd.](#) by fax or mail  
Or by Email to: [warranty@arcaonline.ca](mailto:warranty@arcaonline.ca)

Date of Request: \_\_\_\_\_

Warranty Certificate #: \_\_\_\_\_

Original Owner/Certificate Holder: \_\_\_\_\_

Project/Building Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Roofing Contractor: \_\_\_\_\_

New Owner Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New Contact Name & Number: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Effective Date of New Ownership: \_\_\_\_\_

*Admission of transfer:*

Original Owner Representative/Agent (please print name): \_\_\_\_\_

\_\_\_\_\_  
Signed

New Owner Representative/Agent (please print name): \_\_\_\_\_

\_\_\_\_\_  
Signed Date: \_\_\_\_\_

ARCA administration prepares the new Warranty Certificate document(s) as well as the warranty transfer fee invoice and mails both to the ARCA roofing contractor of record for distribution to the new owner. The warranty transfer fee to be paid by the new owner is \$250.00 per document plus G.S.T.

*For ARCA Warranty Ltd. administration use only:*

Updated Warranty Cert. & Transfer Fee Invoice sent to Contractor:  Date: \_\_\_\_\_

Transfer Fee Invoice #: \_\_\_\_\_ Paid:  Date: \_\_\_\_\_ Chq#: \_\_\_\_\_