

Ontario Renovates Program

Application form for Homeowners

Applications are accepted on a first come basis and subject to funding availability.

Any repairs or modifications started or completed on the property prior to approval are not eligible for Ontario Renovates Funding.

1. Applicant information

Client type:

Senior aged 65+

Person(s) with disabilities

Household containing a senior

Household containing a person(s) with disabilities

Property Owners:

Property owner 1

Last name:

First name:

Property owner 2

Last name:

First name:

Property owner 3

Last name:

First name:

Photo identification or birth certificates are required to be provided for all homeowners and household members.

Secondary contact (mandatory)

Last name

First name

Home phone number

Other phone number

Information is needed in case we cannot contact you the applicant during and/or after renovations/ modifications are completed. By providing this information you consent to the City of Ottawa contacting this person to discuss information, including your personal information, as it relates to this program and your participation if the City is unable to contact you.

2. About the property where the work is require

Property address

Street number

Street name

Unit / Apartment / Suite

City

Province

Postal code

Home phone number

Other phone number

Mailing address (if different than property address)

Street number

Street name

Unit / Apartment / Suite

City

Province

Postal code

Has this property previously received any renovation grant or loan assistance?

Yes No

If yes, provide the name of the program, date and nature of repairs:

Total household members (including children)

Detached

Semi-detached

Townhouse

Apartment

Mobile home

Other

If mobile home, provide VIN/SN

If other, please specify

What is the age of the home? (in years)

Are the property taxes paid up to date?

Yes No

Are the mortgage payments paid up to date?

Yes No

Insurance payments paid up to date?

Yes No

Number of bedrooms?

Number of people that live in the home?

Based on your most recent property tax assessment, what is the value of the property? The maximum is \$670,908

Required: Supporting documents for mortgage information, land lease for mobile homes, insurance and property taxes are required to verify that they are paid up to date.

3. Scope of work (Home repair)

Home repair: Estimated cost (if known) \$

Check all that apply:

- Heating systems
- Chimneys
- Doors and windows
- Foundations
- Vents/Louvres
- Roof
- Walls
- Floors
- Ceiling
- Electrical system
- Plumbing
- Septic system
- Well water/Well drilling
- Other

If other, provide the name

Briefly describe why repairs are needed

4. Scope of work (Accessibility modifications)

Estimated cost if known: \$

Any accessibility modifications requested must be reasonably related to a household member's disability. Additional medical information may be needed to support your request. A medical certification is required for air conditioning. Please note that therapeutic care, supportive care and portable aid equipment are not eligible.

Check all that apply:

Ramps

Handrails

Chair lift

Bath lift

Height adjustments to counter tops

Fire alarms

Cues for doorbells

Other

If other, provide the name

Briefly describe the modification required:

Two (2) work estimates are required after a home visit has been completed by a staff person from the City of Ottawa. The estimates do not need to be submitted with this application.

5. Household income

List all sources of gross annual income from homeowners and household members over 18 years of age. Gross annual income means all income before taxes and other deductions. Sources of income may include employment pensions, WSIB, Employment Insurance Benefits, other insurance payments, social assistance, child/spousal support, Canada Child Tax Credits, investment or business income.

Household member	Source of income	Gross annual income
Total gross annual income for all household members		

Required:

Attach copy of Canada Revenue Agency Notice of Assessment for most recent tax year

If earnings were reported from a dependant adult over the age of 18, please indicate the name. If the dependant is enrolled in full-time schooling, please list the school name:

6. Household assets

List all liquid assets with the exception of vehicles, RRSP's, RDSP's, RRIF's and RESP's. Other investments and business interests are to be included as assets.

Household member	Type and description of asset	Value of asset (\$)

Required: Verification of assets (i.e., liquid assets, copy of investment statements showing current account balances, etc.). Do not provide RRSP, RDSP, RESP and RRIF statements.

7. Terms and Conditions

1. I/We acknowledge and understand the following Terms and Conditions shall apply to this application and, if assistance is approved, to any subsequent grant of forgivable loan:
2. The City of Ottawa and/or its authorized representatives or agents may carry out the necessary inquiries for the purpose of confirming the information provided in this application form. Included in this Application is my consent for the collection, use and disclosure of my personal information for the purpose of determining and verifying my initial and ongoing eligibility under the program.
3. Any work carried out before written confirmation of approval from the City of Ottawa is not eligible for assistance.
4. The amount of the grant or forgivable loan is based on the City of Ottawa approved mandatory repairs/modifications costs.
5. The entire amount of the grant or forgivable loan, if approved, may only be used to finance the City of Ottawa's approved home repairs/modifications in the dwelling identified in the Conditional Approval Letter.
6. The grant or forgivable loan will be subject to the Terms and Conditions set out in the Final Commitment Letter and any grant related documentation (e.g. mortgage, promissory note, letter of agreement etc.).
7. In the event any Terms and Conditions of the grant or forgivable loan are not met, or if a false declaration is knowingly made, the City of Ottawa has the right to cancel the approval and/or recover any funds paid (plus interest).
8. Repairs must commence within 120 calendar days of project approval.
9. Total household liquid assets (not including RRSP's, RDSP's, RESP's, RRIF's, vehicles, etc.,) do not exceed \$50,000.

8. Consent to collect, disclose and verify personal Information

(to be completed and signed by each household member over the age of 16)

I consent to the **City of Ottawa** collecting and disclosing my personal information such as my: Full name, Household composition, Health status/Conditions, Date of birth, Income and sources of income, Mortgage payment information, OW/ODSP status, Home insurance and Property tax information

I understand that my personal information will be collected by the City of Ottawa for the following purposes:

- administering the Ontario Renovates Program;
- determining or verifying my initial and ongoing eligibility under the Program; and
- repayment obligations under the Program.

I further consent to personal information, including my personal financial information, being collected from and/or disclosed to the City of Ottawa, an Ontario Works delivery agent, the Government of Ontario or of any other province or territory of Canada, the Government of Canada, or any other party for the above noted purposes.

I consent to my personal information being collected, disclosed, and verified as described above.

Client name:

Signature

Date (yyyy/mm/dd)

Client name:

Signature

Date (yyyy/mm/dd)

Client name

Signature

Date (yyyy/mm/dd)

Client name:

Signature

Date (yyyy/mm/dd)

Witness:

Signature

Date (yyyy/mm/dd)

Notice with Regard to the Collection of Personal Information:

Personal information is collected under the authority of sections 10(1) and 10(2) paras. 5 and 6 of the Municipal Act, 2001, S.O. 2001, c. 25. Personal information will be used by the City for the purpose of proper administration of various housing and homelessness programs and administering Government of Ontario social assistance programs.

Questions about this consent and the collection, disclosure, and verification of personal information may be directed to the City of Ottawa Housing Services at 613-580-2424 ext. 12300

9. Declaration

1. I/We hereby confirm that to the best of my/our knowledge the information provided in this application is complete and accurate in every respect.
2. I/We hereby confirm that I am/we are the property owner(s) for the property located at the above listed address and that no other person is the owner.
3. I/We hereby grant permission to the City of Ottawa to make necessary inquiries to verify my/our income, assets, liabilities and credit information.
4. I/we hereby acknowledge that if my/our funding application is accepted it will not apply to prior work completed.
5. I/we hereby acknowledge that if my/our funding application is accepted I/we cannot claim the repairs for any Provincial tax rebate programs.
6. I hereby authorize the inspection of this property as required, on the understanding that any inspections conducted by the City of Ottawa and/or its representatives are for internal administrative purposes only, and provide no guarantee or assurance of compliance with any applicable building codes or standards.
7. I/we acknowledge that in the event that a false declaration is knowingly made, the City of Ottawa shall have the right to cancel the approval and recover any unpaid funds.
8. I have read, understood and agree to the terms and conditions listed above.

Name (please print):

Signature

Date (yyyy/mm/dd)

Name (please print):

Signature

Date (yyyy/mm/dd)

Name (please print):

Signature

Date (yyyy/mm/dd)

This information is being collected for the sole purposes of the City of Ottawa, Ontario Renovates Program and will be treated in accordance with the relevant provisions of the Municipal Freedom of Information and Protection of Privacy Act. Information collected will be used solely for the purposes stated in this application form.

10. Checklist

Item	Yes	No	Not Applicable
Completed application form with all required signatures.			
Government Issued photo ID or birth certificates for all homeowners and all household members.			
Photocopy of most recent Property Tax Assessment			
Verification that mortgage for the property is paid up to date or has been released.			
Verification that house insurance for the property is paid up to date.			
Canada Revenue Agency Notice of Assessment (most recent tax year assessment)			
Government Disability Document (CPP stub, ODSP stub, WSIB) and/or Physician's note stating disability is present (does not need to specify exact disability)			
Confirmation/Verification of all liquid assets, i.e. up-to-date Investment statements, business interests.			

Submit your completed application form to:

City of Ottawa
 Ontario Renovates Program
 Housing Services Branch
 100 Constellation Drive, 8th Floor West
 Ottawa, Ontario K2G 6J8

For more information or for help to complete your application, please contact:

Telephone (613) 580-2424 ext. 12300

Or email: ontariorenovates@ottawa.ca

Remove and keep this page for your reference

Step	Description	
1	Submit application including all required documentation.	
2	The City of Ottawa to review application. Homeowner(s) will be screened for initial eligibility based upon the household's income, assets, and other application criteria.	
3	City staff will contact you to schedule a home inspection to assess repairs and estimated costs. A home inspection appointment may not be made until several weeks after your application was submitted. City staff will take photographs before and after any repairs or modifications are completed.	
4	The City to "conditionally approve" or refuse the project and notify the homeowner.	
5	Homeowner will obtain and provide a minimum of three (3) work estimates for the home repairs or accessibility modifications. You should ask the contractors what warranty they will provide on their work. This is important because the program does not provide any warranty after the work is completed.	
6	The City will approve or deny the home repair project based upon the Ontario Renovates guidelines. The homeowner enters into a Letter of Agreement with the City that outlines the scope of work, funding commitment, payment schedule, and roles and responsibilities of the homeowner. A Promissory Note and Letter of Agreement is signed by the homeowner and returned to the City.	
7	Repairs must be started within one hundred and twenty (120) days of project approval.	
8	The City will verify the completion of the repair prior to any payments being made. A home visit may be scheduled by the City to monitor the project's progress.	
9	Payments will be issued directly to the homeowner upon the receipt of a valid invoice. The homeowner(s) will provide the City with all original invoices for payment. Invoices must be addressed to the homeowner and contain: the contractor(s) name, address, and Business Number and be itemized for the total amount of the project. Any work completed that was not pre-approved and any amount that exceeds the established funding maximum is the responsibility of the homeowner.	