

## Ontario Renovates Program

Application form for Not-for-profit landlord - rental unit

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

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

### 1. Landlord information

#### Tenant type:

Senior aged 65+

Person(s) with disabilities

Other

Other tenant:

#### 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 is required to be provided for all property owners.**

## 2. About the property where the work is required

### Property address

Street number

Street name

Unit / Apartment / Suite

City

Province

Postal code

Landlord home phone number

Tenant 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:

What is the age of the property 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 rooms?

Number of people that live in the property?

Current rent per month for rooms? (please include rent roll)

**Required:** Supporting documents for mortgage information, insurance and property taxes are required to verify that they are paid up to date. If the mortgage has been paid in full, please provide verification. Also, verification of rental rates, with a breakdown by unit size/type, separating food and other service costs from unit rent if applicable.

### 3. Scope of work (essential and/or energy efficiency repairs)

**Essential repair:** estimated cost if known \$

**Check all that apply:**

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

If other, provide the name

Briefly describe the modification required:

Add extra pages at end of application

**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.**

#### 4. Scope of work (Accessibility modifications)

**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:

Add extra pages at the end of application

**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. Terms and Conditions

- a) I/We acknowledge and understand the following Terms and Conditions shall apply to this Application and, if assistance is approved, to any subsequent grant or forgivable loan:
- b) 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.
- c) Any work carried out before written confirmation of approval from the City of Ottawa is not eligible for assistance.
- d) The amount of the grant or forgivable loan is based on the City of Ottawa approved modifications costs.
- e) The entire amount of the grant or forgivable loan, if approved, may only be used to finance the City of Ottawa's modifications in the dwelling identified in the Conditional Approval Letter.
- f) 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.).
- g) 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).
- h) Modifications must commence within one hundred twenty (120) calendar days of project approval.
  - i) Landlords must sign a Promissory Note agreeing that adaptation work will not result in a rent increase to the unit or an application to the Landlord and Tenant Board
  - j) Landlords must agree to report annually on the rent levels and unit occupancy for fifteen (15) years.
  - k) Landlords must make an effort to find and hire contractors who support and employ apprentices

## 6. Declaration

- 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.
- 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.
- I/We hereby grant permission to the City of Ottawa to make necessary inquiries to verify my/our income, assets, liabilities and credit information.
- I/we hereby acknowledge that if my/our funding application is accepted it will not apply to prior work completed.
- I/we hereby acknowledge that if my/our funding application is accepted I/we cannot claim the repairs for any Provincial tax rebate programs or use as a basis to increase the rent.
- I/we 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.
- 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.
- I/we have read, understood and agree to the terms and conditions listed above

Name of property owner 1

Signature

Date (yyyy/mm/dd)

Name of property owner 2

Signature

Date (yyyy/mm/dd)

Name of property owner 3

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

**7. Checklist**

Item	Yes	No	Not Applicable
Completed Application Form with all required signatures and Government Issued Photo ID for all property owners.			
Verification of rental rates, with a breakdown by unit size/type, separating food and other service costs from unit rent if applicable.			
Verification that property tax is paid up to date.			
Verification that mortgage payments for the property are paid up to date or the mortgage is paid in full.			
Verification that property insurance for the property is paid up to date			



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. Property owner(s) will be screened for initial eligibility.	
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 the 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 property owner.	
5	Property owner 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 modification project based upon the Ontario Renovates guidelines. The Property owner 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 property owner. A Promissory Note and Letter of Agreement is signed by the Property owner and returned to the City.	
7	Modifications must be started within ninety (90) days of project approval.	
8	The City will verify the completion of the modification prior to any payments being made. A home visit may be scheduled by the City to monitor the projects progress.	
9	Payments will be issued directly to the Property owner upon the receipt of a valid invoice and Request for Payment form. The Property owner(s) will provide the City with all original invoices for payment. Invoices must be addressed to the Property owner and contain: the contractor(s) name, address, 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 maximums is the responsibility of the Property owner.	