



2018-2019

**NIAGARA RENOVATES PROGRAM
APPLICATION PACKAGE – MULTI-UNIT (LANDLORDS)**

Submit application to:

Paula Silta, Program Support Coordinator
Niagara Regional Housing, P. O. Box 344
1815 Sir Isaac Brock Way, Thorold ON L2V 3Z3
FAX 905-687-4844

Phone 905-682-9201 x 3917

Applicable to eligible buildings that contain 2 or more self-contained rental units.

Owners are allowed one application for one building under the Niagara Renovates Program.

Applications must be complete with all supporting documentation attached.

If you require this material in an alternate format, please contact 905-682-9201 ext. 3956.

NIAGARA RENOVATES PROGRAM

Application Form –Multi-Unit (Landlord)

1. PROPERTY OWNERS

Last Name	First Name
Last Name	First Name
Last Name	First Name

2. MAIN CONTACT

Name:	Home Telephone Number:
Cell Phone Number:	Email:

3. CLIENT TYPE

No Specific Client Type
 Senior Citizen
 Family
 Individuals 18-54
 Persons with Disabilities

4. ADDRESS OF PROPERTY

Street Number, Street Name	
City	Postal Code

5. MAILING ADDRESS (if different than property address)

Address/Unit:		
City:	Province:	Postal Code:

6. ABOUT THE PROPERTY

Check the type of property:

duplex
 semi-detached
 triplex building
 townhouse
 apartment
 other

Is your property a designated heritage property? Yes No

Has your property previously received **CMHC renovation grant or Niagara Renovates Program** funding?

Yes*
 No
 *If yes, provide the name of the program, date, and nature of repairs.

Specify: _____

Have you received funding under **Niagara Regional Housing's Homeownership** Program?

Yes
 No

What is the Age of the building? _____ years	Are property taxes paid up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are the mortgage payments paid up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are the insurance payments up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Required: Supporting documentation is required for age of building. Supporting documentation for mortgage, insurance, and property taxes required to verify that they are paid up to date.

7. UNITS AND MARKET RENTS

Confirm the Number of Units and Market Rents in your Building:

Bedroom Size	Number of Units	Market Rents
Bachelor Units		
1 bedroom Units		
2 bedroom Units		
3 bedroom Units		
4+ bedroom Units		
Total Units in Building:		

Market rents for units must be maintained at or below approved Average Market Rents (issued by NRH annually).

Required: If the application is related to specific units, verification of rental rates is required (i.e., copy of current lease(s)).

8. SCOPE OF WORK / ACCESSIBILITY MODIFICATIONS

<u>Work Required:</u>	<u>Where work is required: Indicate Unit # and Tenant Name or "Common Area"</u>	<u>Tenant Telephone #</u>
Structural:		
Heating:		
Plumbing:		
Electrical:		
Fire Safety:		

Accessibility Modifications

Check all that apply:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Ramps | <input type="checkbox"/> Height Adjustments to Counters |
| <input type="checkbox"/> Handrails | <input type="checkbox"/> Fire Alarms |
| <input type="checkbox"/> Chair Lift | <input type="checkbox"/> Cues for doorbells |
| | <input type="checkbox"/> Bath Lift |

Briefly describe the modifications required and the specific unit numbers:

Note: Where it is not evident that the modifications are related to the disability, NRH may require confirmation from the tenant's doctor or physiotherapist.

9. APPRENTICESHIP PROGRAMS

The Landlord agrees to support the employment of apprentices for work identified in this application. The Landlord is required to seek out contractors who employ apprentices in trades such as drywall finisher/plasterer, electrician, floor covering installer, general carpenter, painter, plumber, roofer, and other trades.

At the completion of the work, the Landlord is required to provide NRH with a list of the trades participating in apprentice programs and the number of apprenticeships per trade.

I agree to seek contractors who participate in apprenticeship programs and will provide information to NRH on contractor participation in apprenticeship programs, when the work is completed.

Landlord Signature _____ Date _____

10. ABOUT FUNDING FROM OTHER SOURCES

Funding from other sources, in any form (e.g. grants, loans, etc.) received or expected to be received (including any funding applied for) must be disclosed.

I will be seeking or have received funding from other sources for repairs/renovations (e.g. grants, loans, etc.). Describe:

11. TERMS AND CONDITIONS

I/We acknowledge and understand that the following terms and conditions shall apply to this application and if assistance is approved, to any subsequent loan:

1. NRH 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, including conducting a title search of the property. *(The costs of the title search will be included in the total approved funding amount).*
2. Any work carried out before written confirmation of Final Approval from NRH is not eligible for assistance.
3. The amount of funding is based on the actual costs of the repairs/modifications approved by NRH, up to the maximum allowed.
4. The entire amount of the forgivable loan, if approved, may only be used to finance the NRH approved repairs/modifications for the property identified on Page 1 of this application form.
5. The forgivable loan will be subject to the terms and conditions set out in the final Letter of Agreement and related loan documentation. The mortgage/charge will be registered on title by NRH.
6. The total amount of the loan is forgivable and will be written off at an equal rate over a 15 year period, provided that the Owner(s) remain in compliance with program rules.
7. The Owner(s) will receive Final Approval to proceed with the work after all documents have been registered on title.
8. In the event that any terms and conditions of the Letter of Agreement are not met or that a false declaration is knowingly made, NRH shall have the right to cancel the approval and recover all paid funds (plus interest).
9. If conditional approval is granted, the Owner must provide 3 quotes for the approved work, and identify work that includes the employment of apprentices. At the end of construction, the Owner(s) are required to report on apprenticeship programs, the specific trades, and the number of apprentices employed.
10. If the owner(s) receives Niagara Renovates funding, the owner(s) will not be eligible to reapply for Niagara Renovates funding until the 15 year forgivable loan period has expired.

12. DECLARATION

1. I/We hereby confirm that to the best of my/our knowledge the information provided is complete and accurate in every respect.
2. I/We hereby confirm that I/we am/are the owner(s) of the property and no other person is the owner. Attached is a copy of my/our driver's license(s), or passport(s) or other photo identification as verification. I acknowledge that a title search of the property will be conducted.
3. I/We hereby confirm that the total balance of all existing mortgages/charges registered against the property plus the estimated forgivable loan amount does not exceed 100% of the market value of the property. Attached is a copy of the latest MPAC statement.
4. I/We hereby acknowledge that the mortgage/charge will be registered on title by NRH.
5. I/We consent to the use, disclosure, transfer and exchange of information contained in this form and associated documents and verifications for the purpose of: verifying the validity and accuracy of the information provided; determining the eligibility of the household to receive program funds; to provide information to the municipal, provincial or federal governments to satisfy program requests and requirements; to determine eligibility; to determine continuation of eligibility during the program period and may be used for other purposes allowed by law.
6. I/We hereby authorize the inspection of this property as required, on the understanding that any inspections conducted by NRH and/or its authorized representatives are for internal administrative purposes only and that such an inspection is not a guarantee that construction or renovation complies within the Building Codes and Standards. As owner(s), I/we are responsible to ensure that the quality of workmanship and materials meet contract and agreement specifications, and all Building Codes and Standards.

7. I/We hereby confirm that my/our mortgage and property tax payments are up-to-date and not in default, and the property is not under foreclosure proceedings.
8. I/We hereby confirm that my/our property insurance is current (copy of insurance policy attached).
9. I/We acknowledge that in the event that a false declaration is knowingly made, NRH shall have the right to cancel the approval and recover all funds.
10. I/We acknowledge that all contracts for the work is/are my/our responsibility. **NRH is not responsible for or bound in any way by any third party contracts.**
11. I/We hereby acknowledge that all work completed that was not pre-approved by NRH, and all amounts that exceed the NRH approved funding amount is my/our responsibility.
12. I/We hereby acknowledge that the repairs/modifications will not result in a rent increase to the unit or an application to the Landlord & Tenant Board.
13. I/We acknowledge that program funds cannot be used for deposits to contractors.
14. I/We have read, understood and agree to the terms and conditions listed above.

ALL PROPERTY OWNERS MUST SIGN THE APPLICATION

Name (please print)	Signature	Date
Name (please print)	Signature	Date
Name (please print)	Signature	Date

CHECKLIST: YOUR COMPLETED APPLICATION MUST INCLUDE:

1. APPLICATION FORM

- Completed application form with all required property owners' signatures.
- Government Issued photo identification for all property owners.

2. VERIFICATION/SUPPORTING DOCUMENTATION

- Verification that the applicant(s) is/are the registered owner(s) of the property.
- Latest MPAC statement.
- Attach verification from the municipality of the "build date" of the building.
- Copy of the project's financial statements **or** your Notice of Assessment for the last 2 years.
- Verification that property taxes and mortgage payments are current and paid up to date.
- Photocopy of current insurance coverage.
- Verification of current market rents for units under application (*provide copy of current leases(s)*).
- Attach confirmation of required work by the appropriate authority. For example:
 - Electrical Safety Authority - an ESA Defect Notice for all electrical work
 - TSSA-Qualified Contractor - report for all mechanical work (boilers, furnaces, elevators, make-up air units)
 - Fire Safety System Contractors - for all fire safety related work
 - Medical Professional - for all unit accessibility modifications

All personal information provided on this form will be protected according to the requirements of the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act, 2004.