

# Niagara Renovates Program Multi-Unit (Landlords) Application

## Mailing Address:

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**Please complete and return this form.**

Applicable to eligible buildings that contain two 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 905-980-6000 ext. 3956.

## Property Owners

Owner #1 first and last name: \_\_\_\_\_

Owner #2 first and last name: \_\_\_\_\_

Owner #3 first and last name: \_\_\_\_\_

## Main Contact

Name: \_\_\_\_\_

Home phone number: \_\_\_\_\_

Cell number: \_\_\_\_\_

Email: \_\_\_\_\_

## Client Type

Senior Citizen

Individuals 18-54

No Specific Client Type

Family

Persons with Disabilities

## Address of Property

Full Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal code: \_\_\_\_\_

## Mailing Address (If Different Than Property Address)

Full Address:

City/Town:

Province:

Postal code:

## About the Property

Duplex

Semi-detached

Triplex building

Townhouse

Apartment

Other

Is your property a designated heritage property?

Yes

No

Has your property previously received Canada Mortgage and Housing Corporation (CMHC) renovation grant or Niagara Renovates Program funding?

Yes

No

\*If yes, name of the program:

Date (mm/dd/yyyy):

Nature of repairs:

Have you received funding under Welcome Home Niagara Homeownership Program?

Yes

No

How old is the building?

Are property taxes paid up to date?

Yes

No

Are mortgage payments paid up to date?

Yes

No

Are insurance payments up to date?

Yes

No

**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.

## Unit and Rents

Bedroom size	Number of units	Rents
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Bachelor units		
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One bedroom units		
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Two bedroom units		
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Three bedroom units		
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Four plus bedroom units		
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<b>Total units in building</b>		
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Rents for units must be maintained at or below approved average market rents (issued by Niagara Region Housing Services annually).

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

## Scope Of Work/Accessibility Modifications

Structural work required:

Heating work required:

Plumbing work required:

Electrical work required:

Fire safety work required:

**Check all accessibility modifications that apply:**

- |            |                               |                    |
|------------|-------------------------------|--------------------|
| Ramps      | Height adjustment to counters | Cues for doorbells |
| Handrails  | Fire alarms                   | Bath lift          |
| Chair 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, Niagara Region Housing Service may require confirmation from the tenant’s doctor or physiotherapist.

**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 Niagara Region Housing Services 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 Niagara Region Housing Services on contractor participation in apprenticeship programs, when the work is completed.

Landlord signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

**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 funding from other sources that you will be seeking:

## Terms and Conditions

1. Niagara Region Housing Service 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 Niagara Region Housing Service is not eligible for assistance.
3. The amount of funding is based on the actual costs of the repairs/modifications approved by Niagara Region Housing Service, up to the maximum allowed.
4. The entire amount of the forgivable loan, if approved, may only be used to finance the Niagara Region Housing Service approved repairs/modifications for the property.
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 Niagara Region Housing Service.
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, Niagara Region Housing Service 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.

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

## 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 per cent of the market value of the property. Attached is a copy of the latest Municipal Property Assessment Corporation (MPAC) statement.
4. I/We hereby acknowledge that the mortgage/charge will be registered on title by Niagara Region Housing Service.

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 Niagara Region Housing Service 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, Niagara Region Housing Service 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. Niagara Region Housing Service 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 Niagara Region Housing Service, and all amounts that exceed the Niagara Region Housing Service 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 and Tenant Board.
13. I/We acknowledge that program funds cannot be used for deposits to contractors.

**All property owners must sign the application**

Owner #1 Name (please print): \_\_\_\_\_

Owner #1 signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

Owner #2 Name (please print): \_\_\_\_\_

Owner #2 signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

Owner #3 Name (please print): \_\_\_\_\_

Owner #3 signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

# Completed Application Checklist

## Application Form

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

## Verification/Supporting Documentation

- Verification that the applicant(s) is/are the registered owner(s) of the property
- Latest Municipal Property Assessment Corporation (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 two 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 (ESA):** an Electrical Safety Authority Defect Notice for all electrical work
  - **Technical Standards and Safety Authority (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

Any personal information submitted will be collected, used and disclosed, where applicable, by members of Regional staff according to the Municipal Freedom of Information and Protection of Privacy Act. Any information you share will only be used for the intended purpose for which it was provided. For questions or comments about privacy practices, or for more information about the administration of the Municipal Freedom of Information and Protection of Privacy Act in Niagara Region programs see [niagararegion.ca/government/foi](https://niagararegion.ca/government/foi).