

ONTARIO RENOVATES PROGRAM

Application Form for Private 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.

PLEASE PRINT

1. LANDLORD INFORMATION

Tenant Type (for data purposes)

Senior Aged 65+	Person(s) with Disabilities	Other _____
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Property Owner(s)

Last Name	First Name
Last Name	First Name
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

Address		Unit #
City	Province	Postal Code
Landlord Home Phone:	Tenant Phone:	

Mailing Address (if different than property address)

Address		Unit #
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? _____ years	Are the property taxes paid up to date? Yes No	Are the mortgage payments paid up to date? Yes No	Insurance coverage paid up to date? Yes No
Number of rooms? _____	Number of people that live in the property? _____	Current rent per month per unit excluding utilities? (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 (Accessibility Modifications)

Accessibility Modifications: Estimated Cost (if known) _____		
Any accessibility modifications requested must be reasonably related to a tenant or tenant household member's disability. Additional medical information may be needed to support your request. Please note that therapeutic care, supportive care and portable aid equipment are not eligible. Medical certification must be provided for air conditioning request.		
Check all that apply:		
Ramps Handrails Chair lift Bath lift	Height adjustments to counter tops Fire alarms Cues for doorbells	Other
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. 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 or 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.
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 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 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. Modifications must commence within one hundred twenty (120) calendar days of project approval.
9. 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.
10. Landlords must agree to report annually on the rent levels and unit occupancy for fifteen (15) years.
11. Landlords must make an effort to find and hire contractors who support and employ apprentices.

5. Consent to Collect, Disclose and Verify Personal Information

(this section is not applicable to corporations as their information is not subject to the Municipal Freedom of Information and Privacy Act)

I consent to the **City of Ottawa** collecting and disclosing my personal information such as my:

Full Name	Home address	Mortgage payments for the rental housing
Date of Birth	Property tax information for the rental housing	

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, being collected from and/or disclosed to the City of Ottawa, 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 _____

Client Name: _____ Signature: _____ Date _____

Witness: _____ Signature: _____ Date _____

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 Solutions, Real Estate and Investments Services at 613-580-2424 ext. 12300

6. 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 or use as a basis to increase the rent.
6. 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.
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/we have read, understood and agree to the terms and conditions listed above.

Name of Property Owner (Please Print)	Signature	Date
Name Property Owner (Please Print)	Signature	Date
Name Property Owner (Please Print)	Signature	Date

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			

Submit your completed application form to:

City of Ottawa
Ontario Renovates Program
Housing Solutions, Real Estate and Investments Services
100 Constellation Drive, 8th Floor West
Ottawa, Ontario K2G 6J8

**For more Information or for assistance in completing your application,
please contact by:**

Telephone (613) 580-2424 ext. 12300

Or

Email: ontariorenovates@ottawa.ca

ONTARIO RENOVATES PROGRAM

Application Process for Landlords

Remove and keep this page for your reference

Step	Description	<input checked="" type="checkbox"/>
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 may contact you to schedule a home inspection to assess repairs and estimated costs. The landlord 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 two (2) 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 one hundred twenty (120) 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.	