

**Investment in Affordable Housing (IAH)
for Ontario (2014 Extension)
Ontario Renovates Application**

Completing the application:

- Before completing this application, review the Ontario Renovates Fact Sheet, which explains the program, and outlines eligibility criteria for homeowners and projects.
- Ensure the application is completed in full, signed by all applicant/owner(s), and includes all required documentation. Documents that must be submitted are specified in each section of the Ontario Renovates Application, and in a Required Documents Checklist at the end of the application.
- **Only complete applications with all required documents submitted will be assessed for eligibility.**

Applicant Information:

1. Repairs or modifications already started or completed prior to project approval are **not eligible** for Ontario Renovates funding.
2. Applicants must currently occupy the home for which the Ontario Renovates Application is submitted, and it must be the sole and principal residence of the applicant(s)/owner(s).
3. A subsearch will be completed to verify ownership of the property for project funding that exceeds \$7,000.
4. You will be notified in writing of initial eligibility/ineligibility of your application. Proposed home/accessibility repairs are assessed separately.
5. A Promissory Note Agreement must be signed for all funding approved, and a mortgage will be registered on title of the property for approved funding for projects that exceed \$7,000.
6. The Counties will discharge the mortgage at the end of the forgiveness period of the loan (i.e. 10 years) at the Counties' expense. In the event of default, as outlined in the Promissory Note Agreement, the homeowner(s) will be responsible to discharge the mortgage at their own cost.

Submit completed application and supporting documentation to:

The United Counties of Leeds and Grenville
Community and Social Services Division – Ontario Renovates
25 Central Avenue West, Suite 200
Brockville, ON K6V 4N6

For information and assistance in completing your application please call 613-342-3840, or 1-800-267-8146, ext. 2401.

For Office Use Only

Date Received: _____ **Time Received:** _____

Investment in Affordable Housing (IAH) for Ontario (2014 Extension)

Ontario Renovates Application

Income

Definition of Income - Income includes money of every kind and source such as employment or self-employment income (i.e. gross salary, overtime premiums, commission(s), rental income, pension income from any public or private source, any government income (i.e. Employment Insurance, Worker's Compensation, Ontario Works, Ontario Disability Support Program), annuities, inheritance, alimony/support payments, interest from saving accounts, investments and term deposits, grants, scholarships, etc. **If no income is received indicate "NIL".**

Income Source - Check Yes or No	Yes	No	Nil	Applicant Gross Monthly	Co-applicant Gross Monthly
Employment Income	☐	☐	☐	\$	\$
Employer Name: _____					
Employer Phone No.: _____					
Self-Employed Income	☐	☐	☐	\$	\$
Type of Business: _____					
Tips/Gratuities/Commissions	☐	☐	☐	\$	\$
Indicate Business: _____					
Strike Pay	☐	☐	☐	\$	\$
Lockouts require verification from the employer					
Employment Insurance (EI)	☐	☐	☐	\$	\$
Canada Child Benefit	☐	☐	☐	\$	\$
Visitation/Custody/Support Agreements for any dependents	☐	☐	☐	\$	\$
Divorce Order	☐	☐	☐	\$	\$
Income Source - Check Yes or No	Yes	No	Nil	Applicant /Tenant Gross Monthly	Co-applicant Gross Monthly
Support Payments Received	☐	☐	☐	\$	\$
Support Payments Paid	☐	☐	☐	\$	\$
Workplace Safety and Insurance Board (WSIB)	☐	☐	☐	\$	\$
Pension Income(s) (include all)	☐	☐	☐	\$	\$
Canada Pension Plan (CPP)	☐	☐	☐	\$	\$
Old Age Security (OAS)	☐	☐	☐	\$	\$
Guaranteed Income Supplement (GIS)	☐	☐	☐	\$	\$
Veterans Pension/Allowance	☐	☐	☐	\$	\$
Disability Pension(s)	☐	☐	☐	\$	\$
Survivor Pension(s)	☐	☐	☐	\$	\$
Foreign Pension(s) including U.S. Social Security	☐	☐	☐	\$	\$
Other – please specify: Do not include lump sum payments (if the money is invested, include the interest only)	☐	☐	☐	\$	\$
Annuity Income (includes life and fixed term annuity)	☐	☐	☐	\$	\$
Registered Retirement Income Fund (RRIF) payments	☐	☐	☐	\$	\$
OSAP (Loan or Grant)	☐	☐	☐	\$	\$
Student Income	☐	☐	☐	\$	\$
ANY other income not listed* (annual bonuses, shift bonuses, self-employment, etc.)	☐	☐	☐	\$	\$
Please indicate source of income:					
Are you receiving income from any government grant or compensation program (i.e. Canada Extraordinary Assistance Plan)	☐	☐	☐	\$	\$

Investment in Affordable Housing (IAH) for Ontario (2014 Extension)
Ontario Renovates Application

Name of Recipient and Government Program:					
Recipient	Government Program				
Social Assistance Ontario Works (OW) cheque stub Number of family members on cheque stub:	☐	☐	☐	\$	\$
Social Assistance Ontario Disability Support Program (ODSP) Number of family members on cheque stub:	☐	☐	☐	\$	\$

Required Documents:	☐ Verification of all household income (i.e. paystubs or letter from employer, benefit statements, etc. for each applicant/owner)
	☐ Notice of Assessment (NOA) for two most recent taxation years for each applicant/owner; as of July 1st, NOAs must be submitted for the two years immediately preceding the current year.

Proposed Project Information:		
Ontario Renovates funding is only available for applicants/projects that have not received other government funding specified below. Funding may be allowed for a unit that previously received funds under another federal and/or provincial repair program (i.e. Residential Rehabilitation Assistance Program (RRAP), Community Homelessness Prevention Initiative (CHPI), or Ontario Renovates, provided that the repair addresses a need or condition of work <u>which has not been funded previously</u> , and is for a different program sub-component (i.e. home repair project or accessibility repair). Has the applicant/owner(s) and/or this property received previous government funding through any of the programs listed below?		
	Yes	No
Affordable Housing Program (AHP) 2005, or AHP extension 2009 (i.e. Homeownership component)	☐	☐
Investment in Affordable Housing (IAH) for Ontario (i.e. Homeownership or Ontario Renovates components)	☐	☐
Residential Rehabilitation Assistance Program (RRAP) (assistance for home repairs previously administered by Canada Mortgage and Housing Corporation (CMHC))	☐	☐
Required: If yes to any of the above, provide the project reference number, details of the work completed, and the date of approval.		

Property Description:		
☐ Semi-detached ☐ Detached ☐ Townhouse/Row house ☐ Other		
Age of house:	Value of House:	Number of Bedrooms:
Is this a mobile home? Yes ☐ No ☐		
If yes, are land lease payments paid up-to-date? Yes ☐ No ☐ NA ☐		
Required: Recent receipts for land lease payment and/or letter from the Landlord to verify that land lease payments are up-to-date. Bill of Sale is required for the mobile home to prove ownership.		

Property Clearance:		
Mortgage paid up-to-date?	Insurance paid up-to-date?	Property taxes paid up-to-date?
Yes ☐ No ☐	Yes ☐ No ☐	Yes ☐ No ☐

Investment in Affordable Housing (IAH) for Ontario (2014 Extension)
Ontario Renovates Application

Required: Copy of most recent mortgage statement for the property (usually issued at end of year).	Required: Copy of current insurance certificate or policy for the property.	Required: Copy of most recent tax bill for the property.
---	--	---

Scope of Work – Home Repairs: (check all that apply)		
Home Repairs: Estimated cost (if known) \$ _____		
☐ Heating Systems ☐ Chimneys ☐ Doors and Windows ☐ Foundations	☐ Vents/Louvres ☐ Roof ☐ Walls ☐ Floors ☐ Ceilings	☐ Electrical System (solar panels are not eligible) ☐ Plumbing ☐ Septic system ☐ Well water/well drilling
☐ Other: Please specify _____		

Scope of Work – Accessibility Repairs: (check all that apply)
Accessibility Repairs: Estimated cost (if known) \$ _____ Accessibility repairs must be reasonably related to a household member's disability. Additional medical information may be required to support your request. <i>Mobility equipment such as walkers, wheelchairs, scooters, and supportive care are not eligible for accessibility funding.</i>
☐ Ramps ☐ Chair and bath lift ☐ Cues for doorbells ☐ Handrails ☐ Height adjustment to countertops, upper cabinets ☐ Fire alarms ☐ Grab-bars ☐ Other: Please specify _____
Note: Two written quotes from two "arm's length" contractors will be required after a home inspection has been completed by Housing staff. "Arm's length" means that the applicant/owner(s) have no relationship to the contractor(s) submitting quotes for project repairs.

Applicant/Owner's Declaration and Acknowledgement:

- I/we hereby confirm that I/we are the owners of the house and property located at the address identified in this application, and that no other person is an owner.
- I/we hereby grant permission to the United Counties of Leeds and Grenville to make any necessary inquiries to verify my/our income, assets, and any other eligibility criteria.
- I/we hereby acknowledge that if this application is approved, funding will only be used for work approved, and does not apply to any work started or completed before this application.
- I/we hereby acknowledge that if this application and project is approved, I/we cannot apply for any provincial tax rebate programs for these repairs.
- I/We hereby authorize the inspection of this property as required by the United Counties of Leeds and Grenville.
- I/We understand any inspections conducted are for administrative and assessment purposes only. These inspections do not determine compliance with by-laws or building codes, and provide no guarantees.
- I/We authorize a representative of the United Counties of Leeds and Grenville to take digital photographs of the property/home for the purpose of documenting the project for Ontario Renovates funding.
- I/we hereby certify that all information contained in this application, including the declared income and assets for each applicant/owner, is true and complete in every respect.
- I/we acknowledge that in the event that the United Counties of Leeds and Grenville discovers that a false declaration has been made on this application, the Counties shall have the right to cancel the approval, and I/we will be liable for repayment of all funds issued under the Ontario Renovates Program on my/our behalf.

Investment in Affordable Housing (IAH) for Ontario (2014 Extension)
Ontario Renovates Application

- I/we acknowledge that we must sign a Promissory Note Agreement for the amount of approved Ontario Renovates funding before funding is advanced.

I/we acknowledge and consent that a mortgage will be registered on the property for the amount of approved Ontario Renovates funding for projects that exceed \$7,000. The Counties will discharge the mortgage at the end of the forgiveness period of the loan (i.e. 10 years) at the Counties' expense. I/We acknowledge that in the event of default as outlined in the Promissory Note Agreement, I/we, as the homeowner(s), will be responsible to discharge the mortgage at our cost.

Print Name	Signature	Date
------------	-----------	------

Print Name	Signature	Date
------------	-----------	------

Print Name	Signature	Date
------------	-----------	------

Personal information contained in this Application or any attachments hereto, is collected for the purpose of determining eligibility for Ontario Renovates funding under the Investment in Affordable Housing (IAH) for Ontario (2014 Extension). Questions about this collection should be directed to the United Counties of Leeds and Grenville, Clerk's Department, 25 Central Avenue West, Suite 100, Brockville, ON K6V 4N6, or telephone 613-342-3840, or 1-800-770-2170, extension 2307.

Investment in Affordable Housing (IAH) for Ontario (2014 Extension)
Ontario Renovates Application

Required Documents Checklist

Your application will be delayed if any required documents are missing. Copies of the following documents must be attached to your application:

Item:	Yes	No	Not Applicable
Government issued photo identification (i.e. passport, driver's licence, Ontario Photo Card, Age of Majority card), copied front and back, that includes legal name, date of birth, and signature, must be provided for each applicant/owner.	☐	☐	
Verification of assets for each applicant/owner (i.e. copies of current bank statements, ownership certificates for vehicles, statements of investments, and business interests).	☐	☐	
Verification of income for each source of income (i.e. copies of recent pay stubs, pensions, and benefit statements).	☐	☐	
Notice of Assessment (NOA) from Canada Revenue Agency for the two most recent tax years for each applicant/owner (after July 1 st , the NOA for the year immediately preceding the current year is required).	☐	☐	
Verification of any other government funding received (i.e. Investment in Affordable Housing (IAH) – Homeownership or Ontario Renovates components, Residential Renovations Assistance Program (RRAP), Affordable Housing Program (AHP) - Homeownership, or other), if applicable.	☐	☐	☐
Copies of recent receipts for land-lease payments for mobile home owners, or letter from the landlord verifying that land lease payments are paid up-to-date. Bill of Sale for mobile home to prove ownership.	☐	☐	☐
Copy of current insurance certificate or insurance policy for the property.	☐	☐	
Copy of recent property tax bill.	☐	☐	