

Ontario Renovates Program
Checklist for Homeowners

Item	Yes	No	Not Applicable
Completed Application Form with all required signatures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Government Issued photo ID or birth certificates for all homeowners and all household members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Photocopy of most recent Property Tax Assessment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verification that mortgage payments for the property is paid up to date.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verification that house insurance for the property is paid up to date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Canada Revenue Agency Notice of Assessment and proof of income source, i.e. benefit and pension statements, cheque stubs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confirmation/Verification of all assets, i.e. up to date bank statements, vehicle ownership, business interests.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Remove and keep this page for your reference

Step	Description	
1	Submit application including all required documentation.	<input type="checkbox"/>
2	The City of Ottawa to review application. Homeowner(s) will be screened for initial eligibility based upon the household's income, assets, and other application criteria.	<input type="checkbox"/>
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 your application was submitted. City staff will take photographs before and after any repairs or modifications are completed.	<input type="checkbox"/>
4	The City to "conditionally approve" or refuse the project and notify the homeowner.	<input type="checkbox"/>
5	Homeowner 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.	<input type="checkbox"/>
6	The City will approve or deny the home repair project based upon the Ontario Renovates guidelines. The homeowner 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 home owner. A Promissory Note and Letter of Agreement is signed by the homeowner and returned to the City.	<input type="checkbox"/>
7	Repairs must be started within ninety (90) days of project approval.	<input type="checkbox"/>
8	The City will verify the completion of the repair prior to any payments being made. A home visit may be scheduled by the City to monitor the projects progress.	<input type="checkbox"/>
9	Payments will be issued directly to the homeowner upon the receipt of a valid invoice. The homeowner(s) will provide the City with all original invoices for payment. Invoices must be addressed to the homeowner 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 homeowner.	<input type="checkbox"/>