

Ontario Renovates Program
Checklist for Rooming Houses

Item	Yes	No	Not Applicable
Completed Application Form with all required signatures and Government Issued Photo ID for all property owners.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verification of rental rates, with a breakdown by unit size/type, separating food and other service costs from unit rent if applicable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verification that property tax is paid up to date.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verification that mortgage payments for the property are paid up to date or the mortgage is paid in full.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verification of active Rooming House License and/or verification of active Rooming House License application	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Verification that property insurance for the property is paid up to date	<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. Property owner(s) will be screened for initial eligibility.	<input type="checkbox"/>
3	City staff will contact you to schedule a site inspection to assess repairs and estimated costs. A site inspection appointment may not be made until several weeks after the 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 property owner.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
7	Modifications must be started within one hundred and twenty (120) days of project approval.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>