

Ontario Renovates Program

Application Form for Rooming Houses

Applications are accepted on a first come basis and subject to funding availability.
Any modifications started or completed on the property prior to approval are not eligible for Ontario Renovates Funding.

1. Rooming House ownership information

Tenant Type (for data capturing purposes)

- Senior Aged 65+
- Person(s) with Disabilities
- Other

Property Owners:

Property owner 1. Full name:

Property owner 2. Full name:

Property owner 3. Full name:

Photo Identification is required to be provided for all property owners.

2. About the Property where the Work is Required

Property address: (enter your full mailing address, including postal code)

Landlord Home Phone: (555-555-5555)

Tenant Phone: (555-555-5555)

Mailing address: (enter your full mailing address, including 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:

Rooming House license information:

- Current
- Not Current

Expiry date: (dd/mm/yyyy)

Permit application request date:

What is the age of the home in years?

Are the property taxes paid up to date?

Yes No

Are the mortgage payments paid up to date?

Yes No

Insurance payments paid up to date?

Yes No

Number of bedrooms?

Number of people that live in the property?

Current rent per month for property?

Are you in good standing with the City of Ottawa – any outstanding orders:

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 (Home repair)

Home Repair: Estimated cost if known:

Check all that apply:

- Heating systems
- Chimneys
- Doors and windows
- Foundations
- Vents/Louvres
- Roof
- Walls
- Floors
- Ceiling
- Electrical system
- Plumbing
- Septic system
- Well water/Well drilling
- Other

If other, provide the name

Briefly describe why repairs are needed (add extra pages at end of application):

4. 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

If other, provide the name

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.

5. 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 mandatory repairs/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 approved home repairs/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. Repairs must commence within 120 calendar days of project approval.
9. Total household liquid assets (not including RRSP's, RDSP's, RESP's, RRIF's, vehicles, etc.,) do not exceed \$50,000.

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 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.
8. I/we have read, understood and agree to the terms and conditions listed above.

Full Name

Date (dd/mm/yyyy)

Signature

Full Name

Date (dd/mm/yyyy)

Signature

Full Name

Date (dd/mm/yyyy)

Signature

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.

Submit your completed application form to:

City of Ottawa
Ontario Renovates Program
Housing Services Branch
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