

ONTARIO RENOVATES PROGRAM LANDLORD/TENANT APPLICATION FORM

**Applications will be accepted on a first come, first served basis
until funding is depleted.**

Funding is limited, apply early!

**ANY WORK COMPLETED PRIOR TO THE CITY OF LONDON APPROVAL OF THE ONTARIO
RENOVATES PROGRAM WILL NOT BE CONSIDERED OR APPROVED FOR FUNDING**

Please submit your completed application form to:

City of London, Municipal Housing Development
Ontario Renovates Program
Citi Plaza, 2nd Floor
355 Wellington Street, Suite 248
London, ON N6A 3N7

For more information or for assistance in completing your application, please contact:

Telephone: 519-661-CITY (2489) Ext. 5523 or email: housing@london.ca

This program is made possible through funding by the Federal and Provincial governments and offers financial assistance to low to moderate-income households to increase accessibility of their rental unit through modifications and/or adaptations in the City of London and Middlesex County. The population target is for tenants who are seniors age 60 or older and/or persons with disabilities.

FACT SHEET

How Much Financial Assistance May You Receive?

A one-time grant up to \$5,000 for home accessibility modification(s). This grant does not have to be repaid provided the tenant agrees to continue to occupy the rental dwelling for at least six (6) months commencing on the first day of the month after the final payment is issued for accessibility modification(s).

Who is Eligible?

- A tenant who is a senior aged 60 or older and/or persons with disabilities.
- Households that meet the following:
 - Annual gross income (all household members 18 years or older) at or below \$65,000.
 - Total household assets (all household members 18 years or older) at or below \$30,000.00 (*including TFSAs, GICs, Bonds, Mutual Funds, Savings Accounts, etc.*).
- A landlord with a tenant who meets the Ontario Renovates Program criteria that requires unit accessibility modification(s).
- The rental unit must be in the City of London or Middlesex County.
- Owners of properties, who have received Residential Rehabilitation Assistance Program (RRAP) loans or any other CMHC funding, may be eligible.

What Accessibility Modification(s) can be approved?

Examples of accessibility modifications for rental units may include:

- | | | |
|------------------|----------------------------|--|
| ✓ Ramps | ✓ Chair and Bath Lifts | ✓ Height Adjustment to Countertops |
| ✓ Raised Toilets | ✓ Handrails and Grab Bars | ✓ Personal Emergency Response System |
| ✓ Fire Alarms | ✓ Accessible Shower Stalls | ✓ Levered Handles on Doors and Faucets |

Please note that some of the accessibility modification listed above may not be considered without supporting documentation, at the discretion of the City of London staff (i.e., Medical Form).

Program Requirements

The Landlord and the Tenant must complete and sign the Ontario Renovates application and provide all supporting documentation such as:

- ✓ Pictures showing the proposed modification(s) along with three (3) work estimates.
- ✓ The applicant (i.e., tenant) to submit a copy of one piece of government issued photo identification (i.e., driver's licence, passport, citizenship, or Ontario photo card.)
- ✓ Landlord to submit a copy of the recent Property Tax Notice showing payments are up to date.
- ✓ If you're an authorized agent for the property owner, please submit a copy of a document clearly identifying your authority.
- ✓ A copy of the tenant's signed lease, tenancy agreement, or rent receipt showing the current rent.
- ✓ A copy of the 2020 or 2021 Canada Revenue Agency (CRA) Notice of Assessment showing Line 15000 for all tenant(s)/household members 18 years and older. (Please refer to section 6. Household Income).
- ✓ List of assets (i.e., TFSAs, GICs, and Bonds, Mutual Funds, Savings Accounts etc.) for all tenant(s)/household members 18 years and older. You do not need to provide RRSP, RDSP, RESP and RRIF statements (Please refer to section 7. Household Assets).

Rental Unit Requirements

The tenant's unit must be modest, and the rent cannot exceed the 2020 Average Market Rent (AMR) in the City of London and Middlesex County as per below:

Bachelor: \$990/month	Two bedrooms: \$1,535/month	Four bedrooms: \$2,707/month
One bedroom: \$1,269/month	Three bedrooms: \$2,085/month	

Program Process

Please refer to the Landlord/Tenant Process Overview at the end of the application. Please remove and keep the document for your reference.

ONTARIO RENOVATES PROGRAM LANDLORD/TENANT APPLICATION FORM

- Please print clearly.
- All sections must be completed in full where applicable.
- Any accessibility modification(s) started or completed on the property prior to approval are not eligible for the Ontario Renovates Funding.

The personal information collected on this form is collected under the authority of the *Housing Services Act, 2011, S.O. 2011, c. 6, Sched. 1*, and will be used to determine suitability and funding eligibility under the City of London's Ontario Renovates Program. Questions about this collection should be addressed to the Manager of Housing Services at 355 Wellington St. Suite 248 2nd Floor, London ON N6A 3N7, Tel: 519-661-2489 Ext. 5596, Email: housing@london.ca.

1. TENANT/APPLICANT TYPE	
<input type="checkbox"/>	Senior Aged 60+
<input type="checkbox"/>	Person(s) with Disabilities

2. PROPERTY OWNERS/LANDLORD	
I am the:	<input type="checkbox"/> Property Owner(s)/Landlord <input type="checkbox"/> Owner's Authorized Agent
Property Owner (1) Last Name:	First Name:
	Phone #:
Property Owner (2) Last Name:	First Name:
	Phone #:
Authorized Agent - Full Name (If applicable):	Phone #:
Organization Name and Address (<i>i.e., property management, etc.</i>)	
<input type="checkbox"/> Yes, I have attached a copy of a document clearly identifying I am an authorized agent.	

3. RENTAL UNIT INFORMATION		
Apt/Unit #:	Address:	
City:	Province:	Postal Code:
Has the property where the work is required, previously received a renovation grant or loan assistance? If yes, fill in below:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Program: _____		

Date: _____

Repairs: _____

Please check the type of home the funding is being applied for?

- Detached/Single family home Semi-detached Townhouse Duplex Apartment
 Other (Please specify): _____

Age of the home? _____ years

Is the dwelling on a reserve? Yes No

Are the property taxes up to date? Yes No

Yes, I/We have attached a copy of the Property Tax Assessment showing payment is up to date.

4. TENANT INFORMATION (APPLICANT)

Tenants Last Name:	First Name:	Date of Birth: (Year-Month-Day) / /
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Home Phone #:	Cell #:	Email Address:
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How many residents are in the home? _____

What is the current rent in the unit? \$ _____

Number of Bedrooms in the unit: One Two Three Four+

Yes, I have attached a copy of one piece of government issued photo identification (i.e., driver's license, passport, citizenship, or Ontario photo card).

Yes, I have attached a signed lease, tenancy agreement, or rent receipt showing the current rent amount.

5. SCOPE OF ACCESSIBILITY MODIFICATION(S)

Accessibility Modification(s): Estimated Cost \$ _____

Any accessibility modification(s) requested must be reasonably related to a household member's physical disability. Additional medical information may be needed to support your request.

Please note - therapeutic care, supportive care, and portable aid equipment are not eligible.

Please check all that apply and submit pictures showing the proposed modification(s):

- Ramps Handrails & Grab Bars Personal Emergency Response System
 Fire Alarms Height Adjustments to Counter Tops Levered Handles on Doors and Faucets
 Chair and Bath Lifts Multiple Cue Smoke Detectors Height Adjustments to Counter Tops
 Other (please specify): _____

Briefly describe the modification(s) required: *(If more room is needed, please attach an additional piece of paper)*

****Please submit three (3) vendor estimates with HST numbers to complete this application. Vendor estimates with business numbers only may be considered on a case-by-case basis. ****

Yes, I have attached pictures showing the proposed modification(s).

6. TENANT(S) HOUSEHOLD INCOME

Please enter the annual income for 2020 or 2021 Canada Revenue Agency (CRA) Notice of Assessment on Line 15000 for all household members 18 years and older.

A copy of 2020 or 2021 Canada Revenue Agency (CRA) Notice of Assessment is required with this application for all listed below.

Household Member	Annual Income <i>(Line 15000 of the CRA Notice of Assessment)</i>	Copy Attached
Tenant	\$	<input type="checkbox"/>
Household Member (18 years and older)	\$	<input type="checkbox"/>
Household Member (18 years and older)	\$	<input type="checkbox"/>
Household Member (18 years and older)	\$	<input type="checkbox"/>
Total Income from all Household Members (Maximum is \$65,000/year)	\$ _____	

7. TENANT(S) HOUSEHOLD ASSETS

Please list all liquid assets such as TFSAs, GICs, Bonds, Mutual Funds, Savings Accounts and/or other investments for all household members 18 years and older.

Please do not include RRSP's, RDSP's, RRIF's, RESP's, vehicles, or furniture.

Type of Asset	Household Member	Asset Value
TFSAs		\$
GICs		\$
BONDS		\$
MUTUAL FUNDS		\$
SAVING ACCOUNT		\$
OTHER <i>(please specify)</i>		\$
Total Assets for all Household Members (Maximum is \$30,000)		\$ _____

8. THIRD PARTY SUPPORT (If applicable)

Has anyone provided assistance with filling out this form? Yes No

If yes, please check the box that describes the person who primarily provided assistance:

- Medical Professional
- Social Worker
- Family/Friend/Neighbour
- Other (please specify) _____

Name of the person who provided assistance:

Phone #:

Email:

I/We the applicant hereby authorize the City of London and/or its authorized representatives to contact the person who provided assistance in completing this form should clarification Yes No be necessary.

Tenant Signature

9. TERMS AND CONDITIONS

I/We acknowledge and understand the following Terms and Conditions shall apply to this application and, if assistance is approved, to any subsequent grant.

1. The City of London 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.
2. Any work carried out before written confirmation of final approval from the City of London is not eligible for assistance.
3. The amount of the grant is based on the City of London's approved mandatory modification(s) costs.
4. The entire amount of the grant, if approved, may only be used to finance the City of London's approved modification(s) in the rental dwelling identified in the Final Approval Letter.
5. The grant will be subject to the Terms and Conditions set out in the Final Approval Letter and any related documentation (i.e., Promissory Note).
6. The Landlord must sign a Promissory Note agreeing the accessibility modification(s) work will not result in a rent increase to the unit or an application to the Landlord and Tenant Board.
7. The Tenant will continue to occupy the rental unit for at least six (6) months commencing on the first day of the month after the final payment is issued.
8. In the event, any Terms and Conditions of the grant are not met, or if a false declaration is knowingly made, the City of London has the right to cancel the approval and/or recover any funds paid (plus interest).
9. Work must commence and be completed within 30 days from the date of the Final Approval Letter from the City of London.
10. Total tenant household assets (not including RRSP's, RDSP's, RRIF's, and RESP's, vehicles, and furniture) cannot exceed \$30,000.

10. DECLARATION

1. I/We hereby confirm 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 I am/we are the property owner(s)/landlord, or the owner's authorized agent for the property being adapted.
3. I/We hereby authorize site visits of this property, as required, on the understanding that any site visits conducted by the City of London and/or its authorized staff person are for internal administrative purposes only and provide no guarantee or assurance of compliance with any applicable building codes or standards.
4. I/We hereby acknowledge that if my funding application is accepted it will not apply to work commenced or completed on the rental unit prior to approval of funding from the City of London.
5. I/We hereby acknowledge that if the funding application is accepted I/we cannot claim the modification(s) for any Provincial tax rebate program.
6. I have read, understood, and agree to the Terms and Conditions listed above.

Name of Landlord (Please print)	Signature	Date (yyyy/mm/dd)
Name of Tenant (Please print)	Signature	Date (yyyy/mm/dd)
Household Member (Please print)	Signature	Date (yyyy/mm/dd)

11. CHECKLIST FOR LANDLORD/TENANT

Please use this checklist to ensure all necessary documents are attached for a complete application.

Yes	*N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form with all required signatures.
<input type="checkbox"/>	<input type="checkbox"/>	Pictures showing the proposed modification(s).
<input type="checkbox"/>	<input type="checkbox"/>	Three (3) work estimates with HST numbers. Vendor estimates with business numbers only may be considered on a case-by-case basis.
<input type="checkbox"/>	<input type="checkbox"/>	A document clearly identifying an authorized agent.
<input type="checkbox"/>	<input type="checkbox"/>	Property Tax Assessment showing payment up to date and the property valuation.
<input type="checkbox"/>	<input type="checkbox"/>	Copy of one piece of government issued photo identification from the applicant (tenant) (i.e., driver's licence, passport, citizenship, or Ontario photo card).
<input type="checkbox"/>	<input type="checkbox"/>	A signed lease, tenancy agreement, or rent receipt showing the current rental amount.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of 2020 or 2021 Canada Revenue Agency (CRA) Notice of Assessment showing Line 15000 as verification of income for all tenant(s)/household members 18 years and older.
<input type="checkbox"/>	<input type="checkbox"/>	List of all assets.

*Not Applicable

12. HOW DID YOU HEAR ABOUT ONTARIO RENOVATES?

To help us better serve the community, please tell us how you heard about Ontario Renovates.

Check all that Apply	Source
<input type="checkbox"/>	Digital Billboard
<input type="checkbox"/>	Facebook/Twitter/Other Social Media
<input type="checkbox"/>	Family/Friends
<input type="checkbox"/>	Other: _____

PLEASE KEEP FOR YOUR REFERENCE

ONTARIO RENOVATES PROGRAM PROCESS OVERVIEW – LANDLORD/TENANT	
Step	Description
1.	The City of London will review your Ontario Renovates Application for completeness and screen for initial eligibility based upon the household's income, assets, and other application criteria within thirty (30) business days of receiving your application.
2.	For home modification(s), you may be contacted by a City staff to schedule an inspection to assess and estimate and cost (only if the pictures are not clearly showing the proposed modification(s)).
3.	Upon approval, a Conditional Approval Letter will be provided to confirm the approved work and the value of assistance. A Promissory Note will also be provided, and landlords must fill out and sign two (2) original Promissory Notes and return one (1) signed original to the City of London.
4.	Upon return of the Promissory Note, a Final Approval Letter will be provided to confirm the approved contractor(s), the value of the assistance and advising when the work should begin. <i>NOTE: Home modification(s) are to be completed within thirty (30) days following the date of the Final Approval Letter.</i>
5.	When the scope of work is complete, the tenant(s) will complete the Request for Payment Form . The tenant(s) will submit the Request for Payment Form, pictures of the completed work, and all original invoices/receipts (from the contractor(s)) to the City of London to begin the reimbursement process. <i>NOTE: Invoices/receipts must be addressed to the tenant(s) and contain the contractor(s) name, address, business numbers and/or HST numbers, and be itemized for the total amount of the project.</i>
6.	The City of London may contact you for a final site visit to confirm the completion of the home modification(s) prior to the reimbursement process completion.
7.	Payments will be issued to the tenant(s) within 15 business days upon receiving the completed Request for Payment Form, pictures of the work completed, and all original invoices/repairs. <i>NOTE: Any amount that exceeds the established funding maximum is the responsibility of the tenant(s).</i>

INELIGIBLE PROJECTS

Examples of projects that are NOT eligible include:

- Any work commenced or completed prior to receiving approval for the Ontario Renovates program funding.
- Construction projects that do not have local required local municipal building permit approval.
- Cosmetic renovations and repairs (for example driveway paving, painting, and flooring).
- Landscaping, maintenance, or solar panels.
- Central air conditioning.
- Accessibility modification(s) to any commercial or non-residential component of properties.
- Supportive care such as nursing care and special equipment required for therapeutic purposes, whether permanently fixed or not.
- Projects receiving capital support from the Ministry of Health and Long-Term Care or the Ministry of Community and Social Services.
- Community or Social Housing as defined under the *Housing Services Act 2011*.
- Applicants who had previously received Ontario Renovates funding in the past.
- Households that have received previous funding from the Affordable Housing Program or Off-Reserve Aboriginal Housing (Trust) Program.