

# **Reno program for affordable housing**

Forms to attach to the financial aid application

## Sworn declaration and commitments

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Please complete this form and have it signed by a commissioner for oaths ([search tool](#)).

I, the undersigned,

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(Name of owner or mandatary)

Domiciled at

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(Address)

Address of the building for which application is being made

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Solemnly declare the following:

1. I have reviewed the By-law concerning the support program for the renovations of multi-rental buildings [20-005] (hereinafter, the "Program").
2. I am aware of the fact that the City will not reimburse the fee to review my application, even if it establishes that my building is not admissible for a subsidy following the qualifying inspection.
3. I am aware of the fact that some work is mandatory, and that if I do not complete them, I will not have a right to the subsidy.
4. I hereby agree to keep for up to 36 months after the final subsidy payment all documents that provide confirmation that I have respected the admissibility conditions of the Program. If the City asks me for these documents by written notice, I must provide them within a maximum of 60 days from the date of the notice, otherwise I agree to reimburse the total amount of the subsidy.
5. I state that each lease that I am submitting to the City for evaluation as to whether my application is eligible represents the real rent amount paid.
6. I understand that I will lose my right to the subsidy and I agree to reimburse it if I attempt any fraudulent or deceptive action, for example if I submit invoices that do not reflect the costs I really paid for the work or admissible fees.
7. I understand that I must inform the City of any other subsidy request for the same work that I plan to submit or that I have submitted on or before the date herein.

*Continued on next page*

## Sworn declaration and commitments

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8. I agree to the City advising the tenants of the building for which the application is being made of:

1. the nature of the work done or to be executed;
2. their cost;
3. the estimated or real amount of the subsidy;
4. the fact that the amount of the subsidy will be excluded from the calculation used to set rents after completion of the work.
5. their possible avenues of recourse in case of disagreement about the rent.

All statements included in this declaration are true.

And I have signed at \_\_\_\_\_, on \_\_\_\_\_.  
(Place) (Date)

\_\_\_\_\_  
Signature of the owner or agent

Section reserved for the person authorized to receive the sworn declaration

Declared under oath before me \_\_\_\_\_(Name) at

\_\_\_\_\_(Place), this, \_\_\_\_\_(Date)

Signature:

\_\_\_\_\_

## Mandate of representation and authorization to inspect

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This form is intended for building owners who wish to designate a person to represent them with the City. You must complete, scan and attach this document to the place indicated on the application form for the *Reno program for affordable housing*. This form is not intended for cooperatives or NPOs.

Address of building covered by the application:

\_\_\_\_\_

### A. Identification of physical owners

Complete this section if one or more persons are identified as owners.

(1) Surname and first name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

(2) Surname and first name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

(3) Surname and first name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

(4) Surname and first name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

## Mandate of representation and authorization to inspect

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### B. Legal entity

Complete this section if a business is identified as the owner.

Legal name of company: \_\_\_\_\_

Quebec Business Number (NEQ): \_\_\_\_\_

Company resource person

This person must sign in section D.

Last and first name: \_\_\_\_\_

### C. Designation of agent

Last and first name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date (day-month-year): \_\_\_\_\_

The property owner(s) authorize the mandated person to represent them for the purposes of this application to:

- Sign any document in the name of the property owner(s);
- Receive all correspondence from the City;
- Answer any questions, throughout the processing of the application;
- Make decisions in the name of the property owner(s).

This mandate cancels any previous mandate for the same purpose.

The property owner(s) declare that the information contained in this document are complete and accurate.

### Authorization to inspect

By signing this document, the owner authorizes the Ville de Montreal to inspect the property covered by this request.

## Mandate of representation and authorization to inspect

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### D. Declaration and signature

The property owner(s) declare that the information contained in this document are complete and accurate.

Signature of owner(s):

Date:

1- \_\_\_\_\_

\_\_\_\_\_

2- \_\_\_\_\_

\_\_\_\_\_

3- \_\_\_\_\_

\_\_\_\_\_

4- \_\_\_\_\_

\_\_\_\_\_

## Resolution of the governing board

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This form is intended for housing cooperatives or NPOs. You must complete, scan and attach this document to the place indicated on the application form for the *Réno Logement Abordable*.

### RESOLUTION

Excerpt from the minutes of a meeting of the board of directors of

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(name of organization)

held at \_\_\_\_\_, on \_\_\_\_\_  
(municipality) (date, day-month-year)

It is resolved, on motion duly seconded by authorize the following person:

Surname and first name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

to request financial assistance from the City of Montreal for the building located at:

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(full building address)

and perform all necessary work.

It is resolved, with duly supported proposal, to authorize Ville de Montréal to inspect the property for which the application is filed.

Copy of an excerpt of the minutes of the governing board meeting of

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(name of organization)

held at \_\_\_\_\_, on \_\_\_\_\_  
(municipality) (date, day-month-year)

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The Secretary

## Rents and characteristics of affordable units

Use the "Guide for completing form D04", presented on the following pages, to complete this form.

Complete the table for the third of the units considered affordable (eg for a 10-unit building, complete 4 rows). Any additional row will not be considered by the City. Enter the "Lease number" on the first page of the corresponding lease. If the lease is not recent, you must submit a recent lease renewal.

Address of building covered by the application: \_\_\_\_\_

Table 4.1 - List of affordable housing units and rents

Lease number (to be entered on the lease)	(A) Apartment or rooming house unit number	(B) Housing area in m <sup>2</sup> (100ft <sup>2</sup> =9.3m <sup>2</sup> )	(C) Gross amount of rent (without member deduction)	(D) Amount of deduction for members (housing coops only)	(E) Amount to be deducted if heating costs are included to rent (see table 2)	(F) Net amount of rent (Calculate C-D-E)
<i>Example</i>	106	90 m <sup>2</sup>	\$900	\$150	\$80	\$670
Lease #1						
Lease #2						
Lease #3						
Lease #4						
Lease #5						
Lease #6						
Lease #7						
Lease #8						
Lease #9						
Lease #10						
Lease #11						
Lease #12						
Lease #13						
Lease #14						
Lease #15						



## Guide for completing form D04

### Number of rows to be completed

See Table 5.1 below for the number of dwellings or affordable rooms for which you will need to submit leases or renewals.

For example, for a building comprising:

- 6 dwellings, at least 2 dwellings must be affordable. Table 4.1 should have 2 rows.
- 7 units, at least 3 units must be affordable. Table 4.1 should have 3 rows.

Table 5.1. Number of affordable leases required depending on the number of units in the building.

Total number of dwellings or rooms in the building	Number of leases required (affordable units or rooms)	Total number of units or rooms in the building	Number of leases required (affordable units or rooms)
4.5 (rooming houses only)	2	31, 32 and 33	11
6	2	34, 35 and 36	12
7, 8 and 9	3	37, 38 and 39	13
10, 11 and 12	4	40, 41 and 42	14
13, 14 and 15	5	43, 44 and 45	15
16, 17 and 18	6	46, 47 and 48	16
19, 20 and 21	7	49, 50 and 51	17
22, 23 and 24	8	52, 53 and 54	18
25, 26 and 27	9	55, 56 and 57	19
28, 29 and 30	10	58, 59 and 60	20

### Column B. Area calculation

Calculate and enter the area of the dwellings in m<sup>2</sup>. In the case of a rooming house, it is not necessary to specify the area of the units.

The number of rooms in the dwelling (example: studio, 5 ½, etc.) does not matter. Only the area is considered to assess whether housing is affordable.

### Column C. Gross amount of rent

Please enter the amount shown on the lease or lease renewal attached to the application for financial assistance.

*Housing cooperatives:* the rent entered in this column must include the member discount.

### Column D. Member Deduction Amount

This column applies only to housing coops. Enter the amount of the deduction offered to members on the corresponding rent.

### Column E. Amount to be deducted if heating costs are included in the rent

If the heating cost is paid for by the landlord, deduct the amount indicated in Table 5.2 according to the type of unit and the area.

Table 5.2 - Amount to be deducted if the heating is paid for by the owner

Room in a rooming house	Dwelling of 46,5m <sup>2</sup> or less	Dwelling of 45,6m <sup>2</sup> to 65m <sup>2</sup>	Dwelling of 65.1 to 84m <sup>2</sup>	Dwelling of 84,1m <sup>2</sup> and more
\$55	\$65	\$65	\$70	\$80

### Column F. Net amount of rent

Perform the following calculation: (C)-(D)-(E). The example provided in the table is based on the following example: the gross amount of the rent is \$900 (C); the member discount is \$150 (D); the owner heats the 90m<sup>2</sup> apartment at his expense, which corresponds to an amount of \$80 according to Table 5.2 (E). The net amount of the rent is  $900-150-80=670\$$ .

**Check that each rent indicated in column F is equal to or less than the corresponding affordable rent in the table below.**

Table 5.3 - Affordable rent by borough and type of unit

Borough	Rooming house unit	Less than 46.5m <sup>2</sup>	46.5 to 65m <sup>2</sup>	65.1 to 84m <sup>2</sup>	84m <sup>2</sup> and more
Ahuntsic-Cartierville	400	570	720	820	1090
Anjou	390	560	680	760	910
Côte-des-Neiges-Notre-Dame-de-Grâce	450	650	800	940	1180
Lachine	410	580	690	800	810
LaSalle	440	630	790	910	940
Le Plateau-Mont-Royal	500	710	1080	1100	1700
Le Sud-Ouest	440	620	670	870	1330
L'Île-Bizard-Sainte-Geneviève	390	550	660	750	810
Mercier-Hochelaga-Maisonneuve	440	620	790	810	1120
Montréal-Nord	400	570	630	720	850
Outremont	660	950	1030	1220	1480
Pierrefonds-Roxboro	430	610	710	810	1000
Rivière-des-Prairies-Pointe-aux-Trembles	480	680	720	760	910
Rosemont-La Petite-Patrie	440	620	770	950	1180
Saint-Laurent	470	670	770	880	950
Saint-Léonard	600	860	870	1000	1120
Verdun	480	680	870	910	1190
Ville-Marie	500	720	810	1020	1390
Villeray-Saint-Michel-Parc-Extension	410	590	710	760	850