

Financial Assistance

Affordable Housing Renovation Program

Additional
information

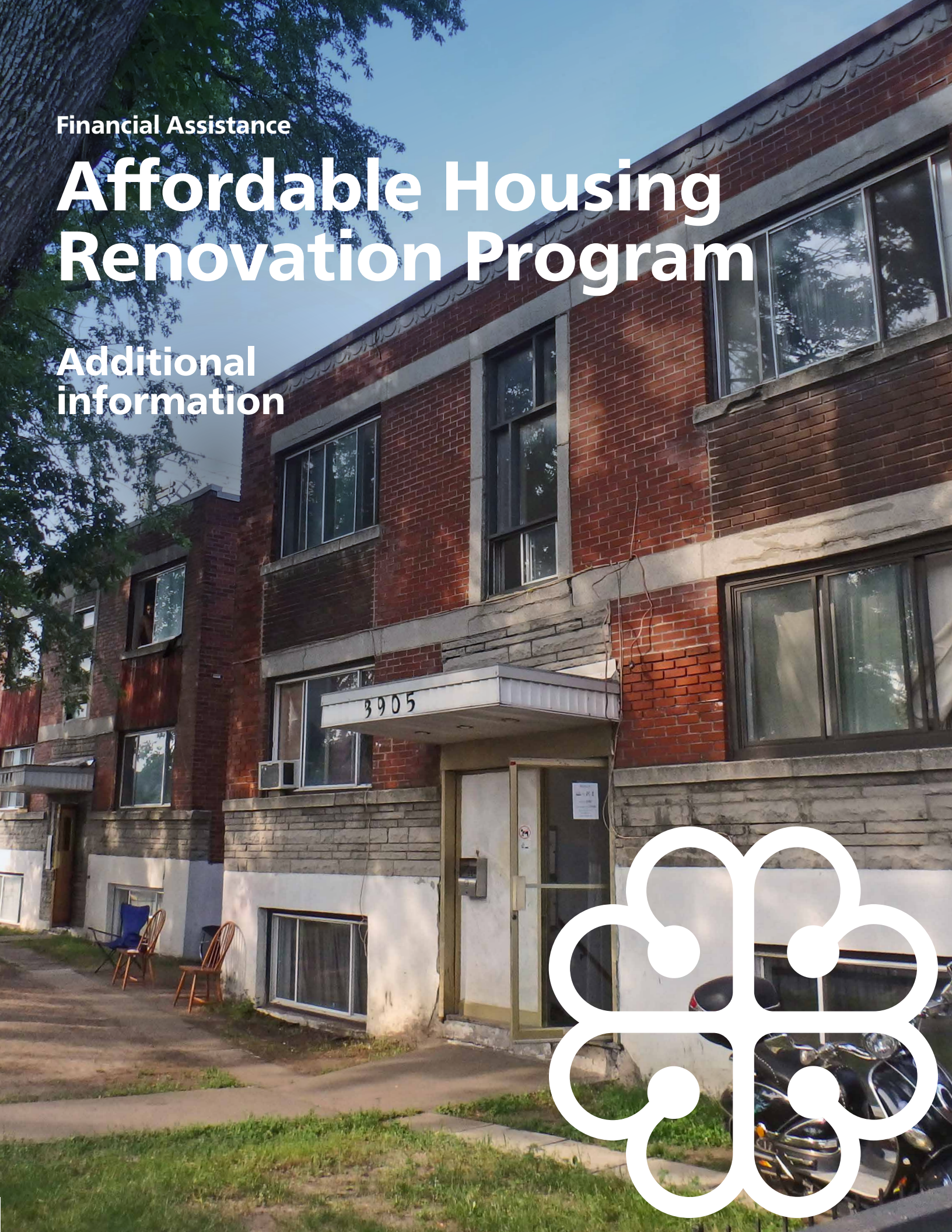


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This program is jointly funded by the Société d'habitation du Québec (SHQ) and the Ville de Montréal under the Agreement regarding the transfer of budgets and housing responsibility, as part of the Réflexe Montréal Agreement recognizing the special status of the metropolis.

In case of discrepancy between the present document, the web site or the By-law concerning the support program for the renovations of multi-rental buildings [20-005], the by-law will prevail.

For details on other financial assistance programs, please consult montreal.ca.



Details for submitting a request

Applicants must present a subsidy request through a duly completed form provided by the City and must conform to the following conditions:

1. pay the amount required as stated in the annual by-law on fees for reviewing the subsidy application;
2. submit to the housing department director:
 - a. a document establishing that they own the building for which the application is being made, such as the registration from the Registre foncier, or an accepted offer to purchase;
 - b. a document demonstrating the mandate of any person acting in the name of the property owner, if applicable
 - c. all plans, analyses, specifications and tender documents available at the time the application is submitted;
 - d. a copy of all leases in effect signed by the property owner and the tenant that demonstrate that at least one third of the dwelling units are affordable;
 - e. in the case of an application made by a housing co-operative or non-profit (OSBL), if applicable, a letter from its authorized representative indicating that an application for a governmental support program has been or will be submitted by the housing co-operative or non-profit, describing the purpose of the application or a document attesting to the submittal of such an application;
 - f. supplementary documents for the financial support application available on the website, including the Sworn Declaration and authorization from the property owner allowing the City to carry out the inspection as required by the program.

The director may require from the applicant any supplementary information necessary to review the subsidy request.

Review fees according to the number of dwelling units in the building

Table. Review fees according to the number of dwellings in the building

Number of dwelling units	Fees
6	615 \$
7	669 \$
8	723 \$
9	777 \$
10	831 \$
11	885 \$
12	939 \$
13	993 \$
14	1 047 \$
15	1 101 \$
16	1 155 \$
17	1 209 \$
18	1 263 \$

Number of dwelling units	Fees
19	1 317 \$
20	1 371 \$
21	1 425 \$
22	1 479 \$
23	1 533 \$
24	1 587 \$
25	1 641 \$
26	1 695 \$
27	1 749 \$
28	1 803 \$
29	1 857 \$
30 and over	1 911 \$

Number of dwelling units or rooms that must have an affordable rent

At least 33% of your units must be affordable for you to be able to submit an application.

For example, for a building with:

6 dwelling units, at least 2 must be affordable.

7 dwelling units, at least 3 must be affordable.

Consult the tables below for the number of affordable dwelling units according to their types.

NUMBER OF LEASES REQUIRED FOR AFFORDABLE DWELLING UNITS ACCORDING TO THE TOTAL NUMBER OF DWELLINGS IN THE BUILDING

Total number of units (Building)	Number of leases required (affordable units)	Total number of units (Building)	Number of leases required (affordable units)
4, 5 (only rooming houses)	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

Affordable rent

Consult this table for data on affordable rents in your borough.

TABLE. AFFORDABLE RENT (IN \$) BY BOROUGH AND FLOOR AREA

Borough	Room	46.5m ² and less	Between 46.5 m ² and 65 m ²	Between 65.1 m ² and 84 m ²	84.1m ² 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

What to do if you heat the dwelling units?

If you provide heat and this is stipulated in the lease, you must subtract the amount indicated in the following table from the total lease amount. For example, if the rent stated in the lease for a 60 sq. m. unit is \$680 and you provide heat, you must subtract \$65 from the total rental amount. The rent taken into account is consequently \$620.

TABLE. RECOGNIZED COSTS FOR SERVICES INCLUDED IN THE LEASE: HEATING

Service	Room	46.5m ² and less	Between 46.5 m ² and 65 m ²	Between 65.1 m ² and 84 m ²	84.1m ² and more
Chauffage	55	65	65	70	80

Heating is the only service taken into consideration. Other services such as water heater rental or electricity are not taken into account.

Rents providing access to enhanced financial support

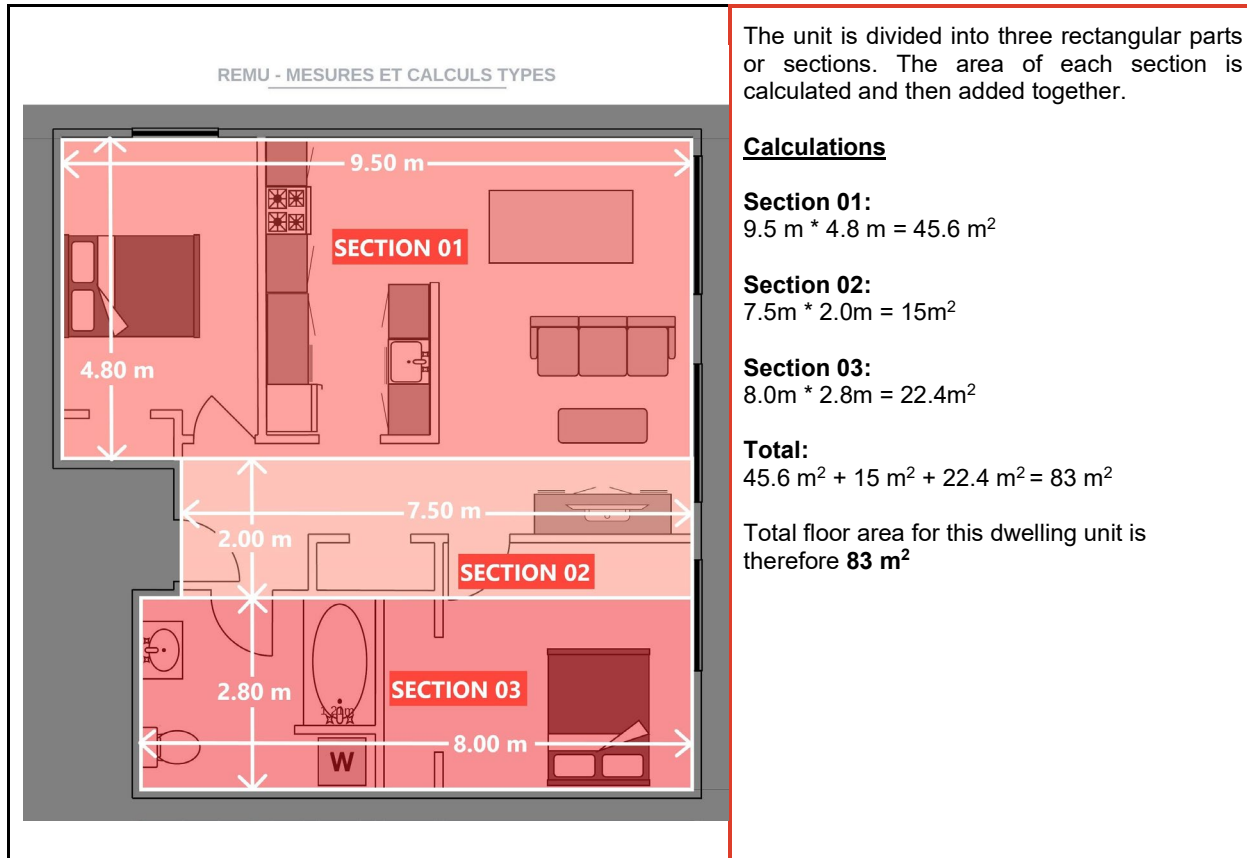
Are your dwelling units even more affordable? If one third of rents asked are equal to or lower than those indicated in the table below, you may access enhanced financial support.

TABLE. RENT (IN \$) FOR ENHANCED SUBSIDY, BY BOROUGH AND DWELLING UNIT FLOOR AREA

Borough	Room	46.5m ² and less	Between 46.5 m ² and 65 m ²	Between 65.1 m ² and 84 m ²	84.1m ² and more
Ahuntsic-Cartierville	340	480	600	690	920
Anjou	330	470	580	640	760
Côte-des-Neiges–Notre-Dame-de-Grâce	380	540	670	790	990
Lachine	340	490	580	680	680
LaSalle	380	540	660	760	790
Le Plateau-Mont-Royal	420	600	910	930	1430
Le Sud-Ouest	370	520	570	740	1120
L'Île-Bizard–Sainte-Geneviève	330	460	550	630	680
Mercier–Hochelaga-Maisonneuve	370	520	660	680	950
Montréal-Nord	340	480	530	600	710
Outremont	560	800	870	1020	1240
Pierrefonds-Roxboro	360	510	600	680	840
Rivière-des-Prairies–Pointe-aux-Trembles	400	580	600	640	760
Rosemont–La Petite-Patrie	370	520	650	800	990
Saint-Laurent	400	560	650	740	800
Saint-Léonard	510	720	740	850	950
Verdun	400	580	730	760	1000
Ville-Marie	420	600	680	860	1170
Villeray–Saint-Michel–Parc-Extension	350	500	600	640	720

Dwelling unit floor area

If you don't know the floor area of your dwelling units, you must calculate it. Note that only the real floor area measurement will be used to establish the type of dwelling. To calculate it, measure from the interior side of the walls forming the perimeter of the dwelling, excluding shared building areas such as lobbies, corridors, staircases and shared storage rooms.. The following figure illustrates one suggested calculation method.



Particular conditions that make a building inadmissible

The program does not apply to:

- a building in which the dwelling units or rooms are accessory to an institutional use, in particular a presbytery, seminary, novitiate, convent, boarding school, detention facility or student residence;
- a building including an exclusively commercial use serving or intended to serve a transitory clientele, in particular a hotel, motel, tourist room facility and any dwelling rented for 30 days or less, except for rooming houses;

- a building belonging to the Crown in Right of Canada or of the Province or to one of its mandatories, or leased by the Crown in Right of Canada or of the Province or by one of its mandatories;
- a building occupied or to be occupied exclusively by an establishment coming under the Act respecting health services and social services (CQLR chapter S-4.2);
- a building used by a resource connected to a public health and social services facility for the purposes of offering accommodations, in particular a private institution under agreement or an intermediate resource under the Act Respecting Health Services and Social Services (CQLR, Chap. S-4.2);
- A building which was the subject of an approved subsidy application, but for which the applicant lost the subsidy right, if less than 12 months has passed between the time the notice was issued by the director and submittal of the new application.

Inadmissible work

The following are not admissible:

1. work related to elevators, freight elevators and other transport systems;
2. asbestos decontamination work, unless it is necessary as part of admissible work.
3. enlargement projects resulting in an increase to the height of the building, the area of the building or the floor area;
4. interior work affecting the exclusively non-residential part of the building;
5. work related to parts of the building constructed or transformed in contravention of municipal by-laws, except if the situation was regularized prior to payment of the subsidy;
6. renovation subsidies were provided to the admissible part of the work under the residential renovation component of the Programme Rénovation Québec (PRQ) or a municipal residential renovation subsidy during the last five years (calculated from the date of final payment of this previous subsidy).
7. work was done before the applicant received approval for the application, except for urgent admissible work (see “Urgent admissible work” section) with written authorization from the director.

Urgent admissible work

Work done before obtaining approval of your application is not admissible, except in the following cases with written authorization from the director:

- a. work needing to be done quickly after submittal of an application due to the fact that the condition of the building presents a danger to the safety of the occupants or the public, or the work is necessary to preserve the building, although this work was not deemed approved.
- b. work to clear the interior, demolition or decontamination efforts, exploratory holes and intrusive inspections needed to determine or assess a problem, if after the admissibility date; however, such work is not considered as approved.

Admissible fees

The following fees are admissible if they are generated after the date the work program was sent:

- professional fees to plan and execute admissible work, including:
 - the development of preliminary plans and specifications, including preparatory studies, such as surveys, research to assess the condition of the building or one of its components, and the analysis of possible solutions;
 - preparation of final plans and specifications, in particular to allow a contractor to submit a price and carry out the work;
 - work cost estimates and analysis of bids;
 - revisions to plans and specifications, if any;
 - construction site monitoring;
 - issuance of an attestation stating that admissible work or a portion of it has been completed for the purpose of recommending payments;
 - any other professional service to meet the requirements of the by-law;
- fees for assessments done by an expert in the sector who is authorized by law specifically to determine or characterize a problem affecting a building component included in the admissible work, in particular engineering and fungal contamination assessments;
- fees arising from the development of a pest management plan, extermination effort, and creation of an intervention plan;
- the portion of permit fees related to admissible work;
- fees to occupy the public domain during execution of admissible work.

Example #1 of subsidy calculation

Table. Example of a subsidy calculation for a 6-unit building with 2 affordable rents.

Description		Accepted cost (A)	Subsidy percentage (B)	Accepted cost x % of subs. (A x B)
W O R K	Structure	\$46,000	40%	\$18,400
	Envelope	\$58,000	40%	\$23,200
	Openings	\$42,000	35%	\$14,700
	Electricity	\$79,000	30%	\$23,700
	Fire protection system	\$60,000	30%	\$18,000
	Total		\$285,000	\$98,000
	Maximum subsidy for the building	\$84,000		
	Subsidy granted (for work)			\$84,000
F E E S	Architectural fees	\$18,000	50%	\$9,000
	Engineering fees	\$6,000	50%	\$3,000
	Total		\$24,000	\$12,000
	Maximum subsidy for the building	\$16,800		
	Subsidy granted (for fees)			\$12,000
Total subsidy, fees and work			\$96,000	

Example #2 of subsidy calculation

Table. Example of a subsidy calculation for an 18-unit building with 6 rents leading to enhanced subsidy.

Description		Accepted cost (A)	Subsidy percentage (B)	Accepted cost x % of subs. (A x B)
WORK	Structure	\$81,000	45%	\$36,450
	Openings	\$95,000	40%	\$38,000
	Interior construction	\$75,000	35%	\$26,250
	Work total	\$251,000		\$100,700
	Maximum subsidy for the building			\$289,800
	Subsidy granted			\$100,700
FEES	Architectural fees	\$26,000	55%	\$14,300
	Decontamination fees	\$12,500	55%	\$6,875
	Fee total	\$38,500		\$21,175
	Maximum subsidy for the building			\$57,960
	Subsidy granted			\$21,175
Total subsidy, fees and work				\$121,875

Payment conditions

The subsidy will be paid by component, once the work on the component has been finished.

The following payment conditions apply:

1. all admissible work related to the component has been completed;
2. all mandatory work has been completed;
3. the following documents have been provided to the City:
 - a. attestation that all work complies with plans and specifications;
 - b. a copy of all documentation, receipt or final invoice separating the admissible work and fees from inadmissible work, and including the contractor's RBQ, QST and GST numbers, with confirmation that they have been paid;
 - c. Evidence that the work has been completed by a contractor holding an RBQ licence, including the category or subcategory appropriate to the work involved;
 - d. a copy of all permits required to complete the work;
 - e. an intervention report connected to extermination (if requested);
 - f. evidence of applicable warranties, in particular a 10-year guarantee for the new roof by a roofing contractor;
 - g. all supplementary information requested by the City.

Details of obligations and conditions for subsidy loss or reimbursement

If any of the following situations arise once the application has been submitted, the applicant will lose the right to the subsidy:

1. the applicant does not respond to a verification request within the required time;
2. the use of the building or a part of the building subject to the subsidy changes, according to one of the following situations:
 - a. transformation of a dwelling unit or a room in a rooming house into non-residential space;
 - b. transformation of a dwelling unit into a rooming house;
 - c. transformation of a rooming house into a dwelling;
 - d. transformation of a dwelling unit into a divided or undivided copropriety (condominium);
3. a dwelling unit or room affected by the admissible work has been enlarged or subdivided;
4. total or partial alienation of the building by a housing co-operative or non-profit when the new owner does not meet the admissibility criteria, or the loss of non-profit status by the organization
5. the applicant is subject to a final judgement determining that they had illegally evicted someone or repossessed a dwelling or room in the building related to the work which was part of the subsidy provided by the program;
6. more than 50% of the dwelling units or rooms are not subject to a valid lease, unless the building offers temporary housing or the vacancy is the result of an evacuation decreed by the City or ordered by a court;
7. any false representation, fraud, fraud attempt or other deceptive action, in particular the submittal of:
 - a. bids or invoices presenting costs different from those really intended or paid for the work and the fees admissible under the program;
 - b. leases that include rent amounts different from the real amounts asked or corresponding to preferential rents.

If any of the above-mentioned situations arise within 36 months of a subsidy payment being made, the applicant shall be obliged to reimburse this payment as well as any other payment received during this period. In the case of an enlargement, subdivision or illegal eviction, only the amounts connected to admissible work related to each dwelling or room involved must be reimbursed.

The director will notify the applicant of the loss of the subsidy in writing, indicating the amount, if any that will have to be reimbursed within 60 days of receipt of such notice;

The subsidy applicant, and the new building owner, if any, are solidarily liable for this reimbursement.