

# **Reno program for affordable housing**

Supplementary forms for the financial support application

# Programme Réno logement abordable

## CHECKLIST

Have you submitted the on-line program application form? Check to make sure you have all documents necessary for processing your application. Include this page with your e-mail or your mailed application.

Address of the building for which application is being made:

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**When specified, it is important to provide a copy since no document will be returned.** Please check off documents submitted for the application.

### MANDATORY

- Copy of document establishing that you are the owner of the building for which the application is being made, such as the registration from the Registre foncier, or an accepted offer to purchase;
- A copy of those valid leases, signed by the owner and the tenants, that demonstrate the affordable level is reached
- Cheque in the amount of \$270 plus \$49 per dwelling unit, up to a maximum of \$1740, taxes included.
- Sworn declaration regarding respect of conditions, as required by this program.

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### IF APPLICABLE,

- Document demonstrating the mandate of any person acting in the name of the property owner, if applicable (see an example of a mandate in Appendix D);
- Authorization signed by the building owner allowing the City to carry out the building inspection
- Copy of the building survey plans;
- Copy of analyses, plans, specifications and tender documents;
- Certificate of occupation for a **rooming house** issued by the borough or proof that an application to obtain a certificate of occupation has been submitted, if applicable;
- A letter from the authorized representative or a resolution of the board of directors indicating that an application for a governmental support program has been or will be submitted by the **co-op or non-profit**, describing the purpose of the application or a document attesting to the submittal of such an application made by a **co-op or non-profit**, if applicable.

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# Programme Réno logement abordable

## SWORN DECLARATION AND COMMITMENTS

This form is mandatory for all applications.

I the undersigned,

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Domiciled at

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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-tenant 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.

***Continued on next page***

## Programme Réno logement abordable

### SWORN DE CLARATION AND COMMITMENTS (continued)

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.
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 applicant

Sworn before me,\*\* \_\_\_\_\_ at

\_\_\_\_\_, on, \_\_\_\_\_

\_\_\_\_\_  
Signature of the person authorized to receive the sworn declaration

## Programme Réno logement abordable

SWORN DE CLARATION AND COMMITMENTS (continued)

**\*\* In the context of the health crisis, the obligation to sign this declaration before a commissioner of oaths has been suspended**

# Programme Réno logement abordable

## MANDATE OF REPRESENTATION

This document is intended for building owners (the principal) who wish to designate someone to represent them (as agent) with the City for the purposes of this program.

Address of the building for which application is being made:

\_\_\_\_\_

### Identification of owners (principal)

Natural person

Last name and first name:

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

E-mail: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Last name and first name:

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

E-mail: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Legal entity

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

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

#### Company resource person

Last name and first name:

\_\_\_\_\_

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

E-mail: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

# Programme Réno logement abordable

## MANDATE OF REPRESENTATION (cont'd)

### Designation of agent

Last name and first name:

\_\_\_\_\_

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

E-mail: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

### Mandate

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.

Signature of the property owner(s):

Date:

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

\_\_\_\_\_

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

\_\_\_\_\_

# Programme Réno logement abordable

## AUTHORIZATION OF INSPECTION

This document is intended for building owners who wish to designate a person to represent them (agent). It authorizes the City to carry out one or more inspections of the building.

I, the undersigned \_\_\_\_\_

Owner

**owner** of \_\_\_\_\_,

(Address of the building for which application is being made)

hereby authorize the City to inspect the property mentioned above as part of the application process for a subsidy from the Reno program for affordable housing.

This authorization is valid until revoked by the undersigned.

And I have signed at \_\_\_\_\_, on \_\_\_\_\_

(place)

(Date)

\_\_\_\_\_  
Name of the property owner (in block letters)      Owner's signature

\_\_\_\_\_  
Name of the agent (in block letters)      Signature of the agent (if any)