

# Reno program for affordable housing

## Additional information



New reno program for affordable housing - Supplementary information - September 2021

## 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	Number of dwelling units	Fees
6	575 \$	19	1 225 \$
7	625 \$	20	1 275 \$
8	675 \$	21	1 325 \$
9	725 \$	22	1 375 \$
10	775 \$	23	1 425 \$
11	825 \$	24	1 475 \$
12	875 \$	25	1 525 \$
13	925 \$	26	1 575 \$
14	975 \$	27	1 625 \$
15	1 025 \$	28	1 675 \$
16	1 075 \$	29	1 725 \$
17	1 125 \$	30 and over	1 773 \$
18	1 175 \$		

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## 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 <sup>2</sup> and less	Between 46.5 m <sup>2</sup> and 65 m <sup>2</sup>	Between 65.1 m <sup>2</sup> and 84 m <sup>2</sup>	84.1m <sup>2</sup> and more
Ahuntsic-Cartierville	370	520	650	720	900
Anjou	330	470	640	720	790
Côte-des-Neiges–Notre-Dame-de-Grâce	400	570	720	860	1050
Lachine	410	580	650	680	760
LaSalle	430	610	700	820	870
Le Plateau-Mont-Royal	470	670	810	940	1530
Le Sud-Ouest	370	530	590	870	1060
L'Île-Bizard–Sainte-Geneviève	380	540	640	720	810
Mercier–Hochelaga-Maisonneuve	370	530	620	690	850
Montréal-Nord	370	530	600	640	760
Outremont	530	770	900	1140	1480
Pierrefonds-Roxboro	400	580	680	760	790
Rivière-des-Prairies–Pointe-aux-Trembles	330	470	580	670	790
Rosemont–La Petite-Patrie	390	550	670	740	1180
Saint-Laurent	430	610	700	780	830
Saint-Léonard	400	570	630	730	810
Verdun	430	620	760	810	960
Ville-Marie	490	690	720	970	1170
Villeray–Saint-Michel–Parc-Extension	370	530	680	750	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 \$685 and you provide heat, you must subtract \$60 from the total rental amount. The rent taken into account is consequently \$625.

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

Service	Room	46.5m <sup>2</sup> and less	Between 46.5 m <sup>2</sup> and 65 m <sup>2</sup>	Between 65.1 m <sup>2</sup> and 84 m <sup>2</sup>	84.1m <sup>2</sup> and more
Chauffage	50	60	60	65	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

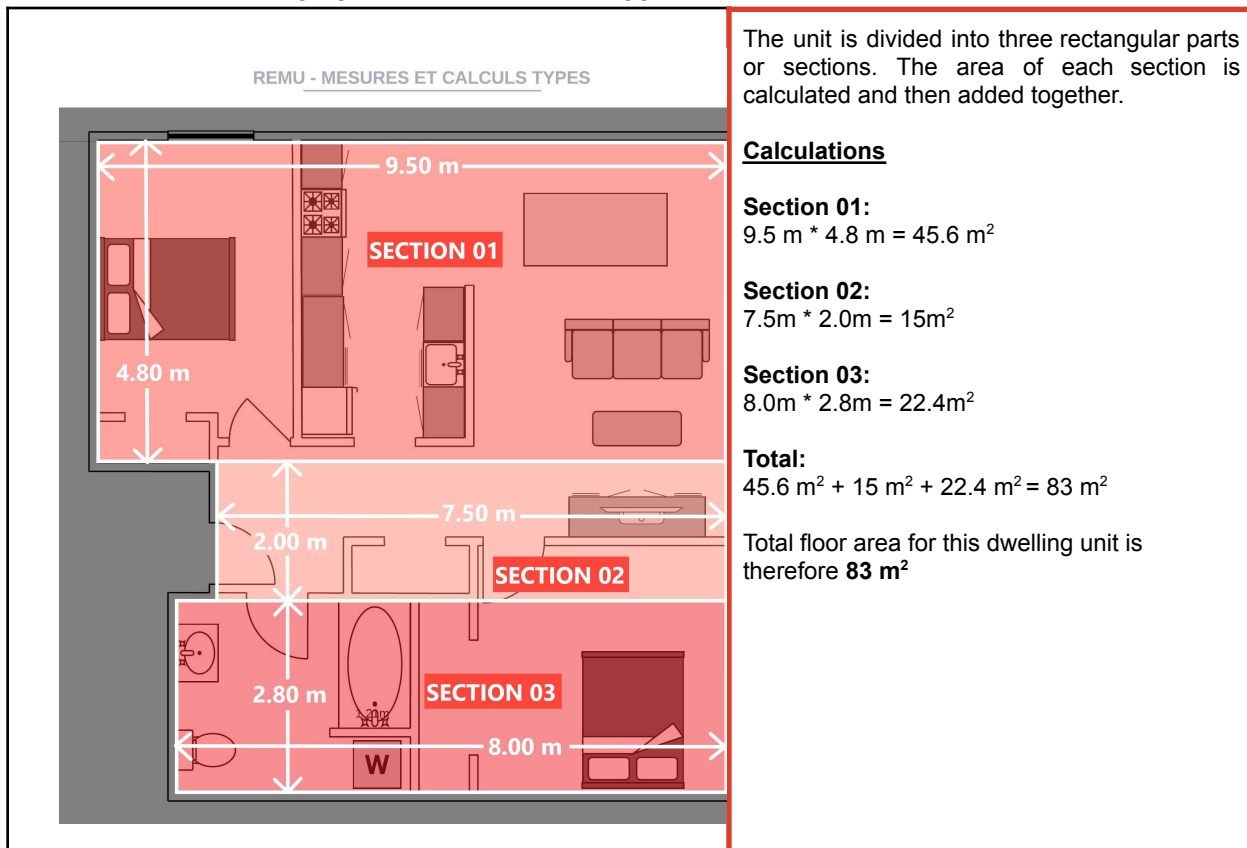
Borough	Room	46.5m <sup>2</sup> and less	Between 46.5 m <sup>2</sup> and 65 m <sup>2</sup>	Between 65.1 m <sup>2</sup> and 84 m <sup>2</sup>	84.1m <sup>2</sup> and more
Ahuntsic-Cartierville	320	440	550	610	760
Anjou	280	400	540	610	670
Côte-des-Neiges–Notre-Dame-de-Grâce	340	480	610	730	890
Lachine	350	490	550	580	640
LaSalle	370	520	590	700	740
Le Plateau-Mont-Royal	400	570	690	800	1290
Le Sud-Ouest	320	450	500	740	900
L'Île-Bizard–Sainte-Geneviève	320	460	540	610	690
Mercier–Hochelaga-Maisonneuve	320	450	530	590	720
Montréal-Nord	320	450	510	540	640
Outremont	450	650	760	960	1250
Pierrefonds-Roxboro	340	490	580	640	670
Rivière-des-Prairies–Pointe-aux-Trembles	280	400	490	570	670
Rosemont–La Petite-Patrie	330	470	570	630	1000
Saint-Laurent	370	520	590	660	700
Saint-Léonard	340	480	540	620	690
Verdun	370	530	640	690	810
Ville-Marie	420	590	610	820	990
Villeray–Saint-Michel–Parc-Extension	320	450	580	640	720

# Dwelling unit floor area

If you don't know the floor area of your dwelling units, you can obtain an estimate by the number of bedrooms. Here are typical floor areas according to type of dwelling:

- studio: less than 46.5 m<sup>2</sup>;
- one-bedroom dwelling: 46.6 m<sup>2</sup> to 65 m<sup>2</sup>;
- two-bedroom dwelling: 65.1 m<sup>2</sup> to 84 m<sup>2</sup>;
- - three-bedroom and larger dwelling units: 84.1 m<sup>2</sup> or more.

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
	<b>Total</b>	<b>\$285,000</b>		<b>\$98,000</b>
	Maximum subsidy for the building			\$84,000
<b>Subsidy granted (for work)</b>			<b>\$84,000</b>	
F E E S	Architectural fees	\$18,000	50%	\$9,000
	Engineering fees	\$6,000	50%	\$3,000
	<b>Total</b>	<b>\$24,000</b>		<b>\$12,000</b>
	Maximum subsidy for the building			\$16,800
	<b>Subsidy granted (for fees)</b>			<b>\$12,000</b>
<b>Total subsidy, fees and work</b>			<b>\$96,000</b>	

## 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)
W O R K	Structure	\$81,000	45%	\$36,450
	Openings	\$95,000	40%	\$38,000
	Interior construction	\$75,000	35%	\$26,250
	<b>Work total</b>	<b>\$251,000</b>		<b>\$100,700</b>
	<b>Maximum subsidy for the building</b>			<b>\$289,800</b>
	<b>Subsidy granted</b>			<b>\$100,700</b>
F E E S	Architectural fees	\$26,000	55%	\$14,300
	Decontamination fees	\$12,500	55%	\$6,875
	<b>Fee total</b>	<b>\$38,500</b>		<b>\$21,175</b>
	<b>Maximum subsidy for the building</b>			<b>\$57,960</b>
	<b>Subsidy granted</b>			<b>\$21,175</b>
<b>Total subsidy, fees and work</b>				<b>\$121,875</b>

## 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

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This document is a summary of the By-law concerning the support program for the renovations of multi-rental buildings [20-005]. Other conditions may apply.

This program is jointly funded by the Société d'habitation du Québec (SHQ) and the City by virtue of the Entente concernant le transfert des budgets et de la responsabilité en habitation which comes under the Entente-cadre Réflexe Montréal, recognizing the city's special metropolitan status. Other housing funding programs also exist. Consult documents available at borough offices or via [ville.montreal.qc.ca/habitation](http://ville.montreal.qc.ca/habitation).

The conditions of this program, published on pages of the [ville.montreal.qc.ca/habitation](http://ville.montreal.qc.ca/habitation) website constitute the most up-to-date version. In case of any difference between the website version or another version, whether electronic or printed, the website version in French will take precedence. In addition, in case of a disparity between this document or the website and the By-law concerning the support program for the renovations of multi-rental buildings, (PDF) [20-005], the latter shall prevail.