



Planning and Economic Development Department
Commercial Districts and Small Business Section
71 Main Street West, 7th Floor
Hamilton, Ontario, L8P 4Y5
Phone: (905) 546-2424

\$420 Application Fee to accompany application

**Please ensure all required signatures are obtained and all documentation/information outlined on page 6 of this document
accompanies your completed application**

COMMERCIAL DISTRICT HOUSING OPPORTUNITIES PROGRAM FINAL APPLICATION

IF ANY OF THE IMPROVEMENTS FOR WHICH A LOAN/GRANT IS BEING SOUGHT CONSIST OF RENOVATIONS TO RESIDENTIAL UNITS, PLEASE ANSWER THE FOLLOWING QUESTIONS

Has there been any residential rental tenant displacement?	Yes		No	
Has the project been approved for financial assistance under a Canada Mortgage and Housing Corporation (CMHC), Federal, Provincial or City program for the purposes of creating residential rental housing to address housing affordability in	Yes		No	
Has the existing building been entirely vacant for at least two years prior to a program pre-application being submitted to the City (not including periods of vacancy due to renovations)?	Yes		No	
Is the property owner/program applicant a registered not-for-profit organization?	Yes		No	
Are the interior renovations primarily to support improvements to a commercial space or to improve/replace shared building services utilized by both a commercial space and the rental residential units within the same building (such	Yes		No	
Are the planned renovations solely in response to the landlord/property owner being ordered to make repairs under any act or law? If so, which act or law?	Yes		No	
Are the renovations intended to support the legalization and/or recognition of an existing residential rental unit, without which, the unit would no longer be permitted to be occupied?	Yes		No	

Important Program Information:

1. Any portion of a project consisting of renovations to residential rental units shall not be permitted under this Program except where at least one of the exceptions listed in the Program Eligibility and Loan Criteria section (Clause 8) of the Commercial District Housing Opportunities Program Description are met to the satisfaction of the City.
2. Where a site contains existing, occupied residential rental units at the time an application under this program is submitted to the City, please be advised that notification will be provided, by the City, to the occupied units that an application has been made under this program. Where an application is subsequently approved, occupied units will be further notified of the value of any incentive to be provided by the City and the nature of improvements/work that the incentives are intended to facilitate, where applicable.
3. An approval under this program may be subject to requirements which limit potential Above Guideline Increase requests to the Landlord and Tenant Board for residential rental units occupied at the time an application is submitted to the City. Please see the Program Description for more information.

THE APPLICANT/ PROPERTY OWNER					
Property Owner/Applicant - (Name of Corporation or Partnership - if applicable, otherwise name(s) of Individual Property Owners)					
Contact Name					
Address of Applicant		City			
Postal Code		Email			
Telephone Number		Cell Phone Number			
Corporation/Partnership					
Date of Incorporation			Date of Business Registration		
Names of Registered Shareholders/Partners	%	Names of Registered Shareholders/Partners	%		
Add additional pages as needed					
Are you or any of the Directors/Shareholders/Partners/Owners in litigation with the City of Hamilton?			Yes	No	
THE PROPERTY					
Property Address					
PROPOSED DEVELOPMENT (TO BE COMPLETED BY ALL APPLICANTS)					
Estimated Cost of overall project		Est. Cost of Residential components of Project		Est. Cost of Commercial components of project	
Estimated Cost per Sqr. Ft.		Cost per unit for Residential units		No. of Residential Units Proposed	
Anticipated Construction Start Date		Anticipated date project 60% Complete		Anticipated date project complete	
Will the proposed development be for residential condominiums?			Yes	No	
CONTACT INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)					
Solicitor- Firm's Name					
Solicitor's Name					
Address		City			
Postal Code		Email			
Telephone Number		Cell Phone Number			
Architectural Firm's Name					
Architect's Name					
Address		City			
Postal Code		Email			
Telephone Number		Cell Phone Number			

Engineering Firm's Name:				
Engineer's Name				
Address		City		
Postal Code		Email		
Telephone Number		Cell Phone Number		
Project Monitor- Firm's Name:				
Project Monitor's Name				
Address		City		
Postal Code		Email		
Telephone Number		Cell Phone Number		
Quantity Surveyor Firm's Name:				
Quantity Surveyor's Name				
Address		City		
Postal Code		Email		
Telephone Number		Cell Phone Number		
Property Information (To be completed by all applicants)				
Date of Purchase:		Purchase Price:		Appraised Value:
Current First Mortgage				
Name of Financial Institution				Original Principal Amount of Current First Mortgage
Principal Amount Outstanding				Interest Rate
Term of loan in Years				Date of Maturity
Monthly principal Payment		Monthly Interest Payment		Total Monthly Payment
Current Secondary Financing				
Name of Financial Institution				Original Principal Amount of Current First Mortgage
Principal Amount Outstanding				Interest Rate
Term of loan in Years				Date of Maturity
Monthly principal Payment		Monthly Interest Payment		Total Monthly Payment
Details of Other Financing (If applicable)				

Proposed First Mortgage				
Name of Financial Institution		Principal Amount of Proposed First Mortgage		
Start Date of Proposed First Mortgage		Proposed Interest Rate		
Proposed Term of loan in Years		Proposed Date of Maturity		
Monthly principal Payment		Monthly Interest Payment		Total Monthly Payment
Proposed Second Mortgage				
Name of Financial Institution		Principal Amount of Proposed Second Mortgage		
Start Date of Proposed Second Mortgage		Proposed Interest Rate		
Proposed Term of loan in Years		Proposed Date of Maturity		
Monthly principal Payment		Monthly Interest Payment		Total Monthly Payment
DIRECTION TO THE FINANCIAL INSTITUTION THAT HOLDS THE MORTGAGE(S) ON THE PROPERTY, TO SHARE INFORMATION ON THE MORTGAGE(S) WITH THE CITY OF HAMILTON				
To				
(name of Financial Institution/Mortgagee)				
Address			Phone Number	
(Address of Financial Institution)			(Phone number of Financial Institution)	
From				
(name of Applicant)				
Account Number				
(reference number for mortgage account)				
Property Details				
(address of mortgaged property)				
You are hereby authorized and directed to provide the City of Hamilton with any requested information relating to the above-noted mortgage account and this shall be your good, sufficient and irrevocable authority for so doing.				
Name (please print)	Signature		Date	
The City of Hamilton respects your privacy. The information received from the financial institution will be held in strictest confidence. The information is being requested to assist your eligibility and continued eligibility for financial assistance under the Commercial District Housing Opportunities Program. However, please note that all information and records provided to the City in relation to the application may be subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, and that the City's obligations under the Act or any other applicable legislation may require information and/or records to be released to the public.				

OTHER INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)

Addresses of other properties in the City of Hamilton Boundary owned by the Applicant. If the application is from a Partnership or Corporation include addresses of properties owned by the Partnership or Corporation.

Applicant/Partnership/ Corporation Name	Street Number and Name	Area of City (i.e. Hamilton, Stoney Creek, Waterdown, Dundas, Binbrook, Ancaster)

CRIMINAL OFFENCE

Question to be answered by all owners. For applicants that are Corporations, this question must be answered by all principals of the Corporation.

Have you been convicted of any criminal offence for which you have not been granted a record suspension or pardon?	Yes	No	
Applicant Name (Please Print)	Signature	Date	
Have you been convicted of any criminal offence for which you have not been granted a record suspension or pardon?	Yes	No	
Applicant Name (Please Print)	Signature	Date	
Have you been convicted of any criminal offence for which you have not been granted a record suspension or pardon?	Yes	No	
Applicant Name (Please Print)	Signature	Date	

Please note that if the answer is "yes", submission of a criminal conviction record check may be required.

SIGNATURE OF PROPERTY OWNER(S)-AFFIDAVIT OR SWORN DECLARATION DATE OF APPLICATION SUBMISSION

I am the owner of the land that is the subject of this application and I hereby authorize, and consent to, the use by, and the disclosure to, any person or public body of any information, including personal information that is collected for the purposes of processing this application. I hereby grant permission to the City of Hamilton, to carry out the necessary inquiries for the purpose of determining income, assets, liabilities and credit information, including checking credit reports with a Credit Bureau and, discussing the terms and conditions of mortgage(s) with the mortgagee(s) and searching for bankruptcies. I also give permission to the City of Hamilton to utilize photographs of the property in their promotional material.
I/we solemnly declare, I/we have authority to bind the entity.

I solemnly declare that the information contained in this application is true, and that the information contained in any documents that accompany this application is true.

Name (please print)	Signature	Date of Birth	Date

Please Note: Date of birth is required for bankruptcy searches.

DOCUMENTS/INFORMATION REQUIRED WITH APPLICATION	
Attached	Outstanding
	Completed Application Form- all areas completed and applicable signatures
	Cheque for Application Fee - payable to City of Hamilton
	Articles of Incorporation (If applicable)
	Articles of Amendment (if applicable)
	List of Officers/Directors (if applicable)
	List of Shareholders and Percentage Equity (if applicable)
	Shareholder registry (If applicable)
	Partnership Documents (if applicable)
	List of Partners and Percentage equity (If applicable)
	Explanation of Planning/Building Status i.e. Site Plan, building permit number if issued, drawings.
	Architectural or design plan (If available, or sketch showing proposed improvements
	Photos demonstrating state of property prior to construction/renovation taking place. Hard copies of photos are to be date stamped .
	Cost to Construct Budget dated within 6 months of the date of application prepared by an architect/engineer and addressed to the City of Hamilton (unless other documentation is acceptable by the City). The Cost to Construct Budget MUST break down the costs between the residential component of the project and other components i.e. commercial.
	Contracts in Place
	Copy of land transfer/deed
	Details of all Construction Financing (Copy of the Loan agreement detailing term of the loan, repayment terms, securities required etc.)
	Appraisal Based Upon Value of Completed Project (prepared by an accredited member of the Appraisal Institute of Canada (AIC) to include replacement cost; dated within 6 months of the date of application and addressed to the City of Hamilton.(unless alternative documentation is acceptable by the City)
	Details of proposed uses not directly related to the residential component of the proposed development including uses, square footage, and value and whether commercial units are vacant or occupied.
	Environmental Reports (<i>if applicable</i>)
	Accountant Prepared Financial Statements (most recent 2 years and current year- to-date)
	Business Plan or Financial Forecast
	Construction Pro-forma
	Cash flow for the period of construction and the term of the City's loan indicating anticipated dates for 60%, 80%, 100% complete.
	Net Worth Statement (identify existing guarantees pledged for other financial commitments and the value of the pledge(s)). If owned by an individual, the net worth statement of the individual is required. If owned by a corporation, the net worth statement of primary shareholder(s) required. If owned by a Partnership, net worth statements of each partner is required.
	A description of the applicant's past development experience
	A copy of marketing plan for the project
	Confirmation of pre-sales/rentals/leases
<p>Please note: The completion of all areas of the Pre-Application and Final Application and the inclusion of the above information/documentation (unless deemed to be non-applicable by the City) are required for the application to be considered complete. The City reserves the right to reject any incomplete application.</p>	
<p>The information on this form is collected under the legal authorities provided in the Municipal Act, 2001, the Municipal Freedom of Information and Protection of Privacy Act and the Planning Act and will be used primarily to determine grant eligibility. If you have any questions about the collection of this information, please contact the Co-ordinator of Urban Renewal Incentives, Commercial Districts and Small Business Section, City of Hamilton Planning and Economic Development Department, 71 Main Street West, 7th Floor, Hamilton, Ontario L8P 4Y5, 905-546-2424.</p>	