



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:

- 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.
- 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.
- 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 | | | | |
| <p>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.</p> <p>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.</p> | | | | |
| 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 |

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.

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.