



Planning and Economic Development Department  
 Commercial Districts and Small Business Section  
 71 Main Street West, 7<sup>th</sup> Floor  
 Hamilton, Ontario, L8P 4Y5  
 Phone: (905) 546-2424 Ext. 7519  
 Fax: (905) 546-2693

**\$350.30 Administration Fee to accompany application**

**Please ensure all documents/information outlined on page 7 of this document accompanies your completed application**

**COMMERCIAL CORRIDOR HOUSING LOAN AND GRANT PROGRAM  
 APPLICATION FORM**

**IMPORTANT PROGRAM INFORMATION**

- 1) 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.
  
- 2) 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.

**APPLICANT/PROPERTY OWNER INFORMATION (IF APPLYING IN A PERSONAL CAPACITY, PLEASE PROVIDE A NET-WORTH STATEMENT)**

Name of Applicant:	
Contact Name:	
Address:	
Telephone Number:	Fax Number:
Cell Number:	
Email:	
Date of Purchase:	
Date of Incorporation/ Registration of Business:	
Names of Registered Shareholders/Partners including percentage of ownership:	
Are you or any of the Directors/Shareholders in litigation with the City?	

**BUSINESS (TO BE COMPLETED IF PROPERTY IS OWNED BY A CORPORATION OR PARTNERSHIP)**

Company Name:	
Contact Name:	
Address:	
Telephone:	Fax:
Cell Number:	
Email:	
Date of Incorporation/ Registration of Business:	
Names of Registered Shareholders/Partners including percentage of ownership:	

**Property Information (To be completed by all applicants)**

Address:					
Purchase Price:					
Appraised Value:					
Current First Mortgage:	Principal Amount Outstanding	Interest Rate	Term	Date of Maturity	Total Monthly Payment
Name of Financial Institution:					
Current Secondary Financing:	Principal Amount Outstanding	Interest Rate	Term	Date of Maturity	Total Monthly Payment
Name of Financial Institution:					
Proposed First Mortgage:	Principal Amount	Interest Rate	Term	Date of Maturity	Total Monthly Payment
Name of Financial Institution:					

Proposed Secondary Financing:	Principal Amount	Interest Rate	Term	Date of Maturity	Total Monthly Payment
Name of Financial Institution:					
Name on Title:					
Details of other financing (if applicable):					
At the time of submission of this application to the City, are there existing and occupied residential rental units on any property that is the subject of this application? If yes, please identify the address and unit numbers of the occupied units.					

**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.

**Note: This information is being collected to determine if there are any outstanding taxes owed to the City of Hamilton.**

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

**PROPOSED DEVELOPMENT (TO BE COMPLETED BY ALL APPLICANTS)**

Estimated Cost:		Cost per unit:	
No. of Proposed Units:			
Comments:			

**OTHER INFORMATION (TO BE COMPLETED BY ALL APPLICANTS)**

<b>Solicitor's Name:</b>	Fax Number:
Address:	
City & Postal Code:	
Telephone:	
Email:	

The personal information on this form is collected under the legal authority of the Planning Act, Section 28. The personal information will be used for determining your eligibility for a loan and/or grant. If you have any questions about the collection, please contact the Commercial Districts and Small Business Section, Planning and Economic Development Department, 71 Main Street West, 7th Floor, Hamilton, Ontario L8P 4Y5 905-546-2424 x7519.

**Please note:** An additional form must be completed by the applicant if a personal credit check is deemed necessary by the City.

**CRIMINAL OFFENCE:**

Have you been convicted of any criminal offence for which you have not been granted a record suspension or pardon? Yes  No

For applicants that are Corporations, this question must be answered for all principals of the Corporation.

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

**SIGNATURE OF OWNER/AUTHORIZED AGENT CERTIFICATION  
DATE OF APPLICATION SUBMISSION AND PERMISSION TO UTILIZE  
PHOTOGRAPHS OF THE PROPERTY IN THE CITY OF HAMILTON'S  
PROMOTIONAL MATERIAL**

I, \_\_\_\_\_, certify that answers and information I have provided in this application are true and complete, including my answer to the question of whether or not I (or the principal(s) of the Corporation) have been convicted of any criminal offence for which a record suspension or pardon has not been granted.

I also give permission to the City of Hamilton to utilize photographs of the property in the City of Hamilton's promotional material.

## DECLARATION

I/We hereby grant permission to the City of Hamilton, to carry out the necessary inquiries for the purpose of determining my/our income, assets, liabilities and credit information, including checking my/our credit report with a Credit Bureau and, discussing the terms and conditions of my/our mortgage(s) with the mortgagee(s). I/We also give permission for the City of Hamilton to utilize photographs of the property/development for their promotional material.

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

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**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 and 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.

Applicant's 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 Corridor Housing Loan and Grant 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.

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## DOCUMENTS/INFORMATION REQUIRED WITH APPLICATION

- ✓ Completed Application
- ✓ Incorporation Documents and list of Officers/Directors/Shareholders
- ✓ Partnership Documents and list of partners (if applicable)
- ✓ Explanation of Planning/Building Status i.e. Site Plan
- ✓ 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)
- ✓ Contracts in Place (*if any*)
- ✓ Copy of land transfer/deed
- ✓ Details of all Construction Financing
- ✓ Appraisal Based Upon Value of Completed Project (performed by an A.A.C.I ) 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
- ✓ Environmental Reports (*if applicable*)
- ✓ Accountant Prepared Financial Statements (most recent 2 years and current year-to-date)
- ✓ Business Plan or Financial Forecast
- ✓ Construction Pro-forma and cash-flow for term of the City's loan
- ✓ Net Worth Statement (identify existing guarantees pledged for other financial commitments and the extent of the pledge)
- ✓ Signed Declaration (page 5 of the application)
- ✓ A description of the applicant's past development experience
- ✓ A copy of marketing plan for the project
- ✓ Confirmation of pre-sales/rentals/leases
- ✓ Anticipated start date for construction as well as anticipated date for 60% completion and substantial completion

**Please note:** the above information/documentation form part of a completed application (unless deemed to be non-applicable by the City). The City reserves the right to reject any incomplete application.

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