



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 Ext. 2755  
 Fax: (905) 546-2693

**\$355.00 Initial Administration Fee to Accompany Application**

**HAMILTON DOWNTOWN, BARTON AND KENILWORTH  
 MULTI-RESIDENTIAL PROPERTY INVESTMENT PROGRAM  
 APPLICATION FORM**

**(PLEASE ENSURE ALL DOCUMENTS/INFORMATION OUTLINED ON  
 PAGE 6 OF THIS DOCUMENT ACCOMPANIES YOUR COMPLETED  
 APPLICATION)**

| APPLICANT INFORMATION  |  |      |  |
|--|--|------|--|
| <b>Company Name:</b>   |  |      |  |
| Contact Name:  |  |      |  |
| Address:   |  |      |  |
| City and Postal Code:  |  |      |  |
| Telephone:   |  | Fax: |  |
| Cell Phone:  |  |      |  |
| Email:   |  |      |  |
| Date of Incorporation/<br>Registration of Business:  |  |      |  |
| Names of Registered<br>Shareholder/Partners<br>(Include Percentages of<br>Ownership):          |  |      |  |
| Are you or any of the<br>Directors/Shareholders<br>in litigation with the City<br>of Hamilton? |  |      |  |
| <b>Solicitor's Name:</b>   |  |      |  |
| Address:   |  |      |  |
| Telephone:   |  | Fax: |  |
| Email:   |  |      |  |

**PERSONAL (TO BE COMPLETED IF PROPERTY OWNED PERSONALLY)**

|                   |  |      |  |
|-------------------|--|------|--|
| Applicant's Name: |  |      |  |
| Address:          |  |      |  |
| Telephone         |  | Fax: |  |
| Cell Phone:       |  |      |  |
| Email:            |  |      |  |

**PROPOSED DEVELOPMENT**

|  |   |  |   |
|--|---|--|---|
| Current Use of Property:   |   |  |   |
| Proposed Use of Property:  |   |  |   |
| Does the appraisal submitted with this application base the value on upon the completed project and, was it developed by an A.A.C.I? Does it include replacement cost and is it dated within 6 months of the date of this application and addressed to the City of Hamilton? | Yes <input type="checkbox"/><br>Value:<br><br>No <input type="checkbox"/> | Is the Cost to Construct Budget provided with this application dated within 6 months of the date of application and was it prepared by an architect or engineer (note if the City's loan is to be over \$1M the Cost to Construct Budget must be prepared by a quantity surveyor)<br><br><b>NOTE: The Cost to Construct Budget MUST breakdown the costs between the residential component of the project and other components i.e. commercial.</b> | Yes: <input type="checkbox"/><br>Cost:<br><br>No <input type="checkbox"/> |
| Name and contact information of Architect/Engineer/Quantity Surveyor:  |   |  |   |

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

|   |                              |               |      |                  |                       |
|---|------------------------------|---------------|------|------------------|-----------------------|
| Address:                                    |                              |               |      |                  |                       |
| Purchase Price:                             |                              |               |      |                  |                       |
| 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:              |                              |               |      |                  |                       |
| Details of other financing (if applicable): |                              |               |      |                  |                       |

**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/<br>Corporation Name | Street Number and Name | City (i.e. Hamilton, Stoney Creek,<br>Waterdown, Dundas, Binbrook) |
|--|------------------------|--|
|  |                        |  |
|  |                        |  |
|  |                        |  |
|  |                        |  |
|  |                        |  |
|  |                        |  |

**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:* \_\_\_\_\_

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. If you have any questions about the collection, 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 x2755.

**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 Hamilton Downtown, Barton and Kenilworth Multi-Residential Property Investment 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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**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.

\_\_\_\_\_  
**Applicant’s Signature** \_\_\_\_\_  
**Date**

**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. For loans \$1 million or above, a letter addressed to the City from a third-party quantity surveyor approving the Cost to Construct Budget must accompany the application.
- ✓ 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
- ✓ 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 4 of the application)
- ✓ A description of the applicant's past development experience
- ✓ A copy of your 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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