



**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

**\$360.00 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**

<b>DOWNTOWN &amp; BARTON/KENILWORTH HOUSING OPPORTUNITIES PROGRAM</b>					
<b>THE APPLICANT/ PROPERTY OWNER</b>					
Property Owner/Applicant - (Name of Corporation or Partnership - if applicable, otherwise name(s) of Individual Property Owners)					
Contact Name			City		
Address of Applicant			Email		
Postal Code			Cell Phone Number		
Telephone Number					
<b>Corporation/Partnership</b>					
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	
<b>THE PROPERTY</b>					
Property Address				No. of Storeys	
No. of Existing Commercial Units		No. of Existing Residential Units		Total No. of Existing Units	
No. of New Commercial Units Proposed		No. of new Res. Units Proposed		Total New Units Proposed	
Total No. of Commercial Units		Total No. of Residential Units		Total No. of Units	
Will a minimum of 10 new residential dwelling units be created?			Yes	No	
<b>Description of the Proposed Development:</b>					

**CURRENT USES**

For each storey of the building (i.e. Below grade; ground floor; second floor etc.) indicate the number of occupied commercial and/or occupied residential units, number of vacant commercial and/or vacant residential units, approximate square meters of commercial units. (Add additional pages if necessary).

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**PROPOSED USES**

Will the proposed uses be the same as the current uses?	Yes		No	
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If the Proposed Uses will differ from the current uses please indicate for each storey of the building what the proposed uses are, the number of commercial and/or residential units, approximate square meters of commercial units. (Add additional pages if necessary).

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

<b>Solicitor- Firm's Name</b>			
Solicitor's Name			
Address		City	
Postal Code		Email	
Telephone Number		Cell Phone Number	

<b>Architectural Firm's Name</b>			
Architect's Name			
Address		City	
Postal Code		Email	
Telephone Number		Cell Phone Number	
<b>Engineering Firm's Name:</b>			
Engineer's Name			
Address		City	
Postal Code		Email	
Telephone Number		Cell Phone Number	
<b>Project Monitor- Firm's Name:</b>			
Project Monitor's Name			
Address		City	
Postal Code		Email	
Telephone Number		Cell Phone Number	
<b>Quantity Surveyor Firm's Name:</b>			
Quantity Surveyor's Name			
Address		City	
Postal Code		Email	
Telephone Number		Cell Phone Number	
<b>Property Information (To be completed by all applicants)</b>			
Date of Purchase:		Purchase Price:	Appraised Value:
<b>Current First Mortgage</b>			
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
<b>Current Secondary Financing</b>			
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)**

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**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**

<b>To</b>			
	(name of Financial Institution/Mortgagee)		
<b>Address</b>		<b>Phone Number</b>	
	(Address of Financial Institution)		(Phone number of Financial Institution)
<b>From</b>			
	(name of Applicant)		
<b>Account Number</b>			
	(reference number for mortgage account)		
<b>Property Details</b>			
	(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 Downtown & Barton Kenilworth 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 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
		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. Note if the City's loan is to be \$1M or more the Cost to Construct Budget must be approved by a third-party quantity surveyor. 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.
		Details of proposed uses not directly related to the residential component of the proposed development including uses, square footage, 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 statements 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 Application and the inclusion of the above information/documentation (unless deemed to be non-applicable by the City) is 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 x2755.