



APPLICATION FORM

SECONDARY SUITE SUBSIDY

Please drop-off or mail your completed application to:

The County of Prince Edward
Community Services, Programs & Initiatives
Attn: Secondary Suites Program
280 Picton Main Street, Suite 103 (Edward Building)
Picton, Ontario, K0K 2T0

Application Checklist:

- Completed Application Form
- Proof of home insurance
- Site plan drawing if creating a new detached garden suite or addition.
- Optional: copies of building permit, construction drawings, contracts, etc.

1. PROPERTY OWNERS

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Are there any other owners? YES NO

Do you own any other rental properties? YES NO If yes, how many? _____

2. PROPERTY ADDRESS

Full Address for location of Secondary Suite (#, Street, Unit, Town, Postal Code):

Do the owner/s reside at this address? YES NO

Mailing Address (if different from property address):

3. PROPERTY DESCRIPTION

Describe the primary home:

- Single Detached Home
- Semi-Detached Home
- Townhouse/Row House
- Other: _____

Are the following paid up-to-date?

- | | | |
|----------------------|-----|----|
| - property taxes | YES | NO |
| - municipal services | YES | NO |
| - home insurance | YES | NO |

Year Home Was Built: _____

Are you currently in active bankruptcy or the process of filing for bankruptcy?

Bedrooms in Primary Home: _____

YES NO

4. SECONDARY UNIT / GARDEN SUITE

I am planning on:

- substantially renovating an existing secondary unit within my home
- substantially renovating an existing garden suite on my property (e.g. garage apartment)
- building a brand-new secondary unit within my home
- building a brand-new garden suite on my property

Briefly describe the scope of your project:

How many bedrooms will be in the new / renovated unit? _____

Do you agree to rent this secondary suite for a minimum of 15 years? YES NO

Square feet of new unit: _____

parking spaces (total) at your property: _____

Which of the following most accurately describes the water / wastewater services at the property? (select all that apply)

- Connected to municipal water / wastewater
- Connected to municipal water only
- On a well
- On a septic system
- Other (please specify): _____

Select the items you already have in place:

- Building Permit
- Contractor/s
- Construction drawings / plans
- Electrical Safety Authority permit
- Other/s: _____

Will accessibility features be added to your secondary suite as part of the renovation / construction?

- Yes - Please Specify: _____
- No
- Not sure

Estimated Start Date: _____ Estimated Completion Date: _____

5. PROJECT FUNDING

Applicants can apply for up to \$25,000.00 to create a new secondary suite or substantially renovate an existing suite.

Funding Amount requested: \$ _____ (cannot exceed \$25,000.00)

Estimated total project cost: \$ _____

Please list any additional funding sources that you've secured to pay for renovation / construction expenses above and beyond the amount requested.

If you're approved for a non-repayable loan, do you agree to register the loan on title at your own expense? YES NO

Has this property received previous renovation funding? (e.g. Canada Mortgage and Housing Corporation Homeowner Residential Rehabilitation Assistance Program (RRAP), Ontario Renovates Program, etc.) YES NO

If Yes, please provide the following information:

Funding Amount: \$ _____ Date Received: _____

Program Name: _____

Is there anything else you think we should know about your project?

HOMEOWNER RESPONSIBILITIES

As the homeowner,

I/we acknowledge and agree that it is my/our responsibility to obtain all approvals/permits related to the creation of the secondary/garden suite, including Municipal Building Permits, Municipal Building Department approval of drawings, Electrical Safety Authority (ESA) permits and inspections, plumbing permits, and all other related approvals/permits.

I/we also acknowledge and agree to comply with all relevant Fire Code requirements and provisions under the Construction Lien Act.

I/We agree to the following:

1. I/we have attached all required supporting documentation to my/our application.
2. When Conditional Approval is received, I/we will obtain/prepare drawings for the secondary suite and obtain approval from the municipal Building Department, if not already completed;
3. I/we agree to sign a Funding Agreement and any loan related documentation (Promissory Note, security or mortgage/charge), outlining the scope of work, funding amount, roles and responsibilities.
4. I/we agree to allow site visits by the County of Prince Edward at any time during the work.
6. I/WE KNOWLEDGE THAT ANY WORK STARTED OR COMPLETED PRIOR TO FINAL APPROVAL, WILL NOT BE ELIGIBLE FOR FUNDING.

HOMEOWNER DECLARATION

I/we hereby confirm that I/we are the owners of the house and property located at the address indicated on this application and that no other person is an owner.

I/we hereby acknowledge that if my/our funding application is accepted it may not apply to any costs for work started or completed prior to final approval (Funding Agreement).

I/we hereby acknowledge that if my/our funding application is accepted I/we cannot claim the repairs for any Provincial tax rebate programs or any other rebate programs.

I/we hereby acknowledge that if my/our funding application is accepted, the MPAC assessed value of the home and the property taxes will increase.

I/we hereby authorize the inspection of this property, as required, on the understanding that any inspections conducted by the County of Prince Edward and/or its authorized representatives are for internal administrative purposes only, and provide no guarantee or assurance of compliance with any applicable building codes or standards.

I/we hereby certify that all information contained in this application is true and complete in every respect.

I/we acknowledge that in the event that a false declaration is knowingly made, the County of Prince Edward shall have the right to cancel the approval and recover any paid funds.

I/we consent to the use, disclosure, transfer and exchange of information contained in this application, and associated documents and verifications, for the purpose of: verifying the validity and accuracy of the information provided; determining the eligibility of the household to receive Program funds; to provide information to the municipal, provincial or federal governments to satisfy Program reporting requests and requirements; to determine eligibility during the Program period, and may be used for other purposes allowed by law.

I/we agree to pay for any legal costs that occur as a result of this non-repayable loan, including the cost of registering the loan on title; the cost of discharging the title at the end of the agreement; and any other legal costs incurred by the municipality as a result of action taken.

I/we agree to pay back the loan in full if any aspects of the repayment terms and conditions are not adhered to, including:

- a) The unit or project is sold.
- b) The unit is not being rented as a long-term rental.
- c) Misrepresentation related to eligibility for the program is determined.
- d) There are building code or fire code infractions.
- e) Property taxes are not paid up-to-date.
- f) The unit has been vacant for 60 consecutive days or more after project completion, without prior approval by the municipality.
- g) Funding is used for other purposes not related to completion of a secondary unit or garden suite.

I/we have read, understood and agree to the terms and conditions listed in this application.

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Notice of Collection: *Personal information contained in this form or any additional attachments are collected in accordance with Section 8 of the Municipal Act for the purpose of determining initial and ongoing eligibility for the Secondary Suite Program funding and will also be de-identified and aggregated for statistical and program planning purposes. Any questions regarding the collection or release of this information should be directed to: The County of Prince Edward, 332 Picton Main Street, Picton ON, K0K 2T0.*

Homeowner's Initials: _____ Homeowner's Initials: _____