



Second Residential Unit Affordable Housing Grant Program

Please review the program guidelines before submitting an application

Section 1: Applicant and Property Information

Last Name: First Name:

Property Address:

City: Postal Code:

Telephone: Email Address:

Are you the registered property Owner? Yes No

List any additional property owners below:

Last Name: First Name:

Last Name: First Name:

Do you have any liens, second mortgage, or other security collateral registered against the property other than the primary mortgage? Yes No

Section 2: Project Information and Approvals

2.1 Does your project require any municipal planning approval applications?

If Yes, which application or applications are required? Yes No

Zoning By-Law Amendment Holding Symbol Lift Minor Variance

2.2 Are you going to be living in the home where the funded unit is located?

Yes No

2.3 How many bedrooms exist within the:

Primary unit after the Second Residential Unit is constructed: 1 2 3 4

Proposed Second Residential Unit: 1 2 3

- 2.4 Property taxes are paid up to date? Yes No
- 2.5 Mortgage payments are paid up to date? Yes No
- 2.6 Do you have home insurance for the full replacement value of the home? Yes No

Section 3: Preliminary Project Cost Estimate

Estimated Project Cost Details

| Cost Details | Value in Dollars |
|---|------------------|
| Total Estimated Construction Costs (including HST) | |
| Other Costs (i.e. Building Permit, drawings, etc., including HST) | |
| Total Estimated Project Costs | |

Note: Labour provided by the homeowner is not an eligible expense. Eligible expenses must be supported by proper receipts.

Section 4: Proposed Rent

Please identify the proposed rent in the following table

| Bedroom Count | Maximum Affordable Rent Permitted (Utilities Included) | Proposed Rent (Utilities Included) | Target Household Income Limit |
|---------------|--|------------------------------------|-------------------------------|
| Bachelor Unit | \$780 | | \$30,000 |
| One Bedroom | \$969 | | \$38,000 |
| Two Bedroom | \$1,178 | | \$45,000 |

Section 5: Applicant Declaration

I/we the undersigned,

- a) Declare and certify that the information provided in this Application is true and correct to the best of my/our knowledge.

- b) Understand that the purpose of this Application is to allow The Corporation of the City of Kingston to determine eligibility for the Second Residential Unit Affordable Housing Grant Program. Final confirmation of funding will be provided after receipt of the fully executed Funding Agreement.
- c) Understand the obligation to provide complete documentation is not the responsibility of The Corporation of the City of Kingston and lies solely with the applicant(s).
- d) Any funding provided will be transferred upon the issuance of an Occupancy Permit for the funded second residential unit and proof the unit is rented in compliance with the Loan Agreement.
- e) Confirm property tax payments, mortgage payments, and home insurance payments are up-to-date and will provide the City of Kingston with copies confirming the same.
- f) Have read the program guidelines and understand the program rules and eligibility requirements.
- g) Consent to the release of information to an authorized representative of The Corporation of the City of Kingston for the purpose of determining initial and ongoing compliance with the Second Residential Unit Affordable Housing Grant Program.
- h) Hereby release The Corporation of the City of Kingston and any employee, officer, agent, or contract or from any liability or claim arising from the collection, storage, use or dissemination of any information received or collected pursuant to Section 5 - Applicant Declaration.

Signed this day of 20

Applicant Name (Please print)

Applicant Signature: _____

Applicant Name (Please print)

Applicant Signature: _____

Please submit completed application to:
362 Montreal Street, Kingston, ON K7K 3H5

Inquiries can be directed to:

Phone: 613-546-2695 extension 4949

Email: housing@cityofkingston.ca

Further details on this program can be found at www.cityofkingston.ca/housing