

THE DISTRICT MUNICIPALITY OF MUSKOKA



MUSKOKA AFFORDABLE HOUSING INITIATIVES PROGRAM (MAHIP)

APPLICATION FOR CAPITAL INCENTIVE FUNDING
This Application must be completed by all property owners.

- Construction or Conversion of new rental units (not for personal use)
 Construction by Developer Construction of secondary unit

DATE: _____

APPLICANT INFORMATION

Property Owner(s)

Last Name:	First Name:
Last Name:	First Name:
Corporation Name (please attach copy of incorporation documents):	

Mailing Address

Street No., Street Name:	Apt:	
Town/Municipality:	Province:	Postal Code:
Daytime Phone Number:	Alternate Phone Number:	
Email:		

DESCRIPTION OF THE PROPERTY FOR PROPOSED FOR CAPITAL INCENTIVE FUNDING

Property Address

Legal Description (Lot, Concession, Former Ward, Township):		Street:	
Town/Municipality:	Province:	Postal Code:	
Has this property previously received any renovation program assistance (RRAP, Ontario Renovates, AHP, MAHIP)? <input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Unknown * If yes, please specify the program and date:			
Age of building: _____ years	Are the property taxes paid up to date? (please attach proof) <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the dwelling on a Reserve? <input type="checkbox"/> Yes <input type="checkbox"/> No	Based on the most recent MPAC assessment, what is the current value of the property? (please attach proof) \$ _____
Approximate size of units: _____(sq. ft).	Number of Proposed Units : _____	Insurance payments up to date? (please attach proof) <input type="checkbox"/> Yes <input type="checkbox"/> No	Are all Mortgage payments up to date? (please attach proof) <input type="checkbox"/> Yes <input type="checkbox"/> No

Application – Muskoka Affordable Housing Initiatives Program – Capital Incentives

<p>Specify type of residence:</p> <p><input type="checkbox"/> Single Family Detached <input type="checkbox"/> Semi-Detached <input type="checkbox"/> Duplex</p> <p><input type="checkbox"/> Townhouse <input type="checkbox"/> Modular Home <input type="checkbox"/> Apartment <input type="checkbox"/> Other</p>	<p>Current Zoning of Property: (include letter from local municipality verifying zoning)</p>
<p>Have all applicable regulatory approvals been obtained (e.g. Environmental, Building code, Fire Code, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please attach supporting documentation. If no, please indicate the stage the project is at in terms of the planning approvals process, and attach supporting documentation.</p>	
<p>FUNDING FROM OTHER SOURCES</p>	
<p>Funding from other sources, in any form (e.g. grants, consumer rebates, mortgage financing etc.) received or expected to be received, (including any funding applied for) for work that may be covered through other funding must be disclosed.</p> <p><input type="checkbox"/> I will be seeking/have sought funding from other sources for construction (e.g. grants, consumer rebates, etc.). Please provide a detailed explanation and supporting documentation (i.e. letters of participation, funding commitment letters, etc.).</p>	
<p>DESCRIPTION OF PROPOSED PROJECT</p>	
<p>Please use this section to describe your proposed unit(s). This program is designed to support the creation of new affordable housing including: new construction or renovation/conversion where new rental units are being proposed, for example: construction of new rental units, conversion of a single family dwelling into two or more units, conversion of a commercial property into rental housing, or the creation of secondary units in existing single family homes. All approved units will include a full kitchen and bath facilities as well as a separate entrance.</p> <p>When funding is for the purpose of construction/conversion of new rental units, the rental units created must be modest relative to community norms in terms of floor space and amenities, with rents at or below the CMHC average market rent for the area. Rents must remain affordable for the affordability period. Over the term of the agreement the household income of the occupant(s) of the unit (verified at time of move in) will be at or below maximum household incomes as set by the District of Muskoka. Income verification must be completed at time of move in by the landlord. The landlord will provide verification to the District of Muskoka upon request. There must be an arm’s length relationship between landlord and tenant.</p> <p>Capital incentive funding under this program is available up to \$15,000 per unit for a 7-year period, \$40,000 per unit for a 10-year period and \$80,000 per unit for a 20-year affordability period. Capital incentive funding for secondary units is available up to \$25,000 based on an affordability period of 8 years.</p> <p>Please indicate what level of funding you are requesting:</p> <p><input type="checkbox"/> \$15,000 – 7-year affordability period</p> <p><input type="checkbox"/> \$40,000 – 10-year affordability period</p> <p><input type="checkbox"/> \$80,000 – 20-year affordability period</p> <p><input type="checkbox"/> \$25,000 – 8-year affordability (for secondary units only)</p>	

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Below, please provide a detailed description of your proposed project, including information about site details and readiness, project concept (building and unit size and type, energy provisions, accessibility features, etc.), development schedule (proposed implementation plan and schedule), additional financing details, etc. For conversion/renovation projects, please include pictures of current structure.

Additional information can be added on page five (5) of this application form.

ESTIMATED PROJECT COST DETAILS

Item	Cost	Estimated Financing	Amount
Total estimated construction costs including taxes:		Muskoka Affordable Housing Initiatives Funding Amount requested (B):	
Estimated other costs (e.g. legal fees) Please specify:		Other Financing (i.e. loan, Owner contribution, etc.) Please specify (C):	
Estimated Total Costs for Construction (A):		Total of funding & other finances (must be equal to estimated total costs) (B + C = A):	

TERMS AND CONDITIONS

I/We acknowledge and understand that the following terms and conditions shall apply to this application and, if assistance is approved, to any subsequent funding:

1. Any work carried out before written confirmation of approval from the District of Muskoka is not eligible for assistance.
2. Any labour charges from the applicant or members of the applicant’s family are not eligible.
3. The amount of capital incentive funding is based on the cost of the District of Muskoka approved project as described on pages 2, 3 and 6 of this application.
4. The entire amount of the capital incentive funding, if approved, may only be used to finance the District of Muskoka approved construction at the location identified on page 1 of this application form.
5. The capital incentive funding will be subject to the terms and conditions set out in the capital incentive funding commitment agreement and any funding related documentation (e.g. mortgage). Appropriate security will be registered on title and discharged when all requirements have been met.
6. If any information in the application is incorrect or false, the District of Muskoka may cancel the application.
7. If any terms and conditions of the capital incentive funding agreement are not met, the District of Muskoka shall have the right to seek recovery of any funds dispersed.
8. All work must be done in accordance with all applicable local, municipal, and/or provincial legislation (i.e. zoning, building & fire codes, etc.)
9. Funds will not be dispersed until such time as the applicable Occupancy Permit for the project has been issued and a copy is provided to the District.
10. Construction shall commence within 90 days of approval of this application, unless otherwise agreed to by the District of Muskoka.

DECLARATION AND CONSENT

I/We hereby confirm that to the best of my/our knowledge the information provided is complete and accurate in every respect.

I/We hereby confirm that I am/we are the owner(s) of the property identified on page one (1) and no other person is an owner.

I/We hereby confirm that The District of Muskoka and/or its authorized representatives or agents may carry out the necessary enquiries for the purpose of confirming the information provided in this application form. I/We give the District of Muskoka permission to check the information that I/we have given them with the person or agency who can confirm the information and to provide such further information and/or documents as the District of Muskoka may request in this regard.

I/We acknowledge that personal information submitted on and with this Application, is collected by The District of Muskoka to be used only to: contact the applicant(s) about the Program; determine eligibility; and to make application under this program.

I/We hereby authorize the inspection of this property as required, on the understanding that any inspections conducted by the District of Muskoka 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 acknowledge that when funding is granted, we cannot claim the cost of the work covered by the capital incentive funding for any Provincial Tax Rebate programs.

The District of Muskoka reserves the right to reject or decline any or all applications submitted or to request additional information.

I/WE have read, understood and agree to the terms and conditions listed above.

Name (please print)	Signature	Date
Name (please print)	Signature	Date

The information on this form or any attachments hereto will be used to determine initial and ongoing eligibility for MAHIP program funding and is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.56 (“MFFIPA”). Questions about the collection or release of this information should be directed to: The District Municipality of Muskoka, 70 Pine Street, Bracebridge, ON, P1L 1N3 or by telephone at 705-645-2100.

Completed application forms will be kept on file until the application is approved or is withdrawn by the applicant. If your application is not complete or documents are missing, you will be contacted by phone or email.

If you have any questions about this application, please contact:
The Affordable Housing office at 705-645-2412 Ext. 4410.

