

The Application Process

Step 1: Property Owner(s) submit an Expression of Interest

The initial phase of the application process is to complete an [Expression of Interest](#) form, then submit it to the Project Manager to determine if your property is eligible to participate in the Program.

Your property will meet the Program eligibility criteria if:

- The property is a residential rental apartment buildings of 3 storeys or more located in the City of Toronto.
- All registered owner(s) of the property consent to participating in the Program.
- The property is required to pay property taxes to the City.
- Property taxes, utility bills and all other payment obligations to the City for the past five years are in good standing;

Property owners must also ensure that they comply with all obligations to financial institutions or other lenders who have a mortgage interest in the property. This may necessitate obtaining independent legal and financial advice with respect to participation in the Program.

Upon receipt of a completed Expression of Interest Form, the City will review the submission to determine if program eligibility requirements are met. If the property is eligible, the City will then send the applicant a Notice to Proceed that:

- Informs the applicant of the property's eligibility.
- Provides a Project ID number to track the application as you proceed through the Program.
- Indicates the maximum funding amount available for the property for each of the 4 possible funding terms.

Step 2: Complete an Energy Assessment (energy audit), Obtaining Contractor Quotes and submit a Funding Request

The Energy Assessment Report

All improvements eligible for funding under the Program must be identified in an Energy Assessment Report (also referred to as energy audit report) that is completed by a qualified energy auditor.

Details of the energy assessment report and energy auditor criteria can be accessed [here](#).

Property owners will be responsible for undertaking the energy assessment and obtaining the related report as well as assume any associated costs. Property owners may be able to offset these costs through incentives from [Toronto Hydro](#) or [Enbridge Gas Affordable Housing](#) programs.

Quotes from Contractors

Costs of the improvements identified in the Energy Assessment (energy audit) Report will need to be confirmed through contractor quotes. Property owners will conduct this process independently or work with an engineering consultant to obtain quotes and manage the project. The City will not recommend contractors or be involved in this process however, we can provide resources to property owners on how to undertake a tendering process, if desired.

The Funding Request Form

Once the specific improvements you intend to undertake are identified based on the Energy Assessment Report and quotations from contractors are received, property owners can submit a Funding Request to the City. The Funding Request must include the following:

- The Energy Assessment Report and a list of improvements identified in the Energy Assessment Report that you intend to pursue;
- Copies of the signed cost estimates for the intended improvements based on contractor quote(s);
- Identification of any incentives or rebates available from the utility companies; and
- Specification of the estimated useful life of intended improvements
- A Pre-Authorized Property Tax Payment Program Application Form will be need to completed and mailed or faxed to Revenue Services. A copy of this form can be found in the Appendices of the Funding Request Form and the Property Owner Agreement.

A sample Funding Request form can be accessed [here](#).

Step 3: Property Owner Agreement

After the completed form and related documents are received, the City will review the submission to verify eligibility. If the Funding Request is approved, the City will prepare a Property Owner Agreement. The Property Owner Agreement is the program funding agreement between the City and the property owner(s). All property owners listed as owners on the registered title for the property are required to sign the Property Owner Agreement.

Once the signed Property Owner Agreement is received and certified by the City, it is returned to the property owner and the improvement project can begin.

Step 4: Completing Improvements& the Project Completion Report

Engaging Contractors

The property owner is responsible for selecting and hiring contractors and ensuring that hired contractors are insured. The City will not pre-qualify contractors or procure contractors

on behalf of property owners in connection with this Program. The City is not responsible for the work quality of any contractors hired in connection with this Program and assumes no liability for the work undertaken.

The property owner will use funds disbursed by the City to pay contractors directly. The property owner is responsible for ensuring that all intended eligible improvements are completed by the completion date specified in the Property Owner Agreement.

The Project Completion Report

Property owners must complete and submit a Project Completion Report to the City within 14 days of the Completion Date specified in the Property Owner Agreement.

Property Owners should review the sample Project Completion report to determine the final submission requirement. The sample report can be accessed [here](#).

The final funding disbursement will not be processed until after the Project Completion Report including attachments has been reviewed by the City and the Expected Incentive Amount has been verified with Enbridge Gas and Toronto Hydro, if applicable. As part of the process to verify the Project Completion Report, the City or a third party agent contracted by the City may contact the Property Owner and/or the Contractor and undertake a site visit as provided for in Section 25 of the Property Owner Agreement.

As noted in the Property Owner Agreement, the City may adjust the specified final requested funding amount based on its review. The City will then notify the Property Owner of the approved final costs and the eligible final disbursement amount for the Project.¹

Disbursements

The City will provide funding to approved applicants in the Program via a single disbursement paid by the City once the project is completed and the City has approved project costs and other required documents. Please contact Project Manager, Fariha Husain at fhusain2@toronto.ca or 416 392-9688.

Step 5: Repayment

Property owners will repay the City over the selected term through eleven monthly instalments per year on the property tax bill. (There is no payment in the month of January). As part of the enrolment in the City's pre-authorized payment plan, the monthly deductions will occur automatically.

At any time during the payment term, the Property Owner can make a one-time payment to pay off the amount of the special charge that remains outstanding.

¹ The City might adjust the final funding amount due to any errors found in the Project Completion Report and if the improvement measure installed did not increase energy or water efficiency as indicated in the Funding Request Form (e.g. replacing the roof with material of the same R value instead of a higher R value).



Please be advised that in the event of non-payment, the annual amount of the special charge that is payable may form a priority lien on the property.