

Payment Checklist

Affordable Laneway Suites Program

This checklist is intended to be a guide for applicants, please refer to the Funding Agreement for full details and conditions.

First Payment

- written request from the owner on funding amount requested
- copy of the registered charge;
- copy of the building permit for the laneway suite;
- copy of the signed building contract/ construction agreements(s) for construction of the Laneway Suite;
- signed declaration of Compliance with Anti-Harassment/Discrimination Legislation and City Policy (Schedule "F" of the Funding Agreement).

Final Payment

- written request from the owner on funding amount requested
- completed Notice of Project Completion (Schedule "B" of the Funding Agreement);
- an inspection of the Laneway Suite by City staff, prior to First Occupancy;
- a project completion letter from the City;
- all invoices on the construction of the Laneway Suite;
- completed Post Project Occupancy Report (Schedule "C" of the Funding Agreement);
- copy of Certificate of Insurance for the Laneway Suite, showing the City as a mortgagee and joint loss payee, according to its interest.