| *greytabPlease review the instructions below carefully.* |
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| The [Eco-Roof Incentive Program](https://www.toronto.ca/services-payments/water-environment/environmental-grants-incentives/green-your-roof/) provides incentives to support the installation of cool roofs and green roofs on Toronto homes and buildings. When providing cool roof incentives, the Eco-Roof Incentive Program requires that property owners and building managers conduct regular maintenance of the cool roof installed on their property.  When applying for a cool roof incentive, the application must include a Letter of Intent for Cool Roof Maintenance (herein the Letter of Intent) from the property owner(s) accompanied by any maintenance documentation provided by the cool roof product manufacturer. If the property owner chooses to enter into a maintenance contract with a qualified service provider, the maintenance contract should also accompany the Letter of Intent.  The Letter of Intent is a signed and dated letter from the property owner(s) which confirms their intent to conduct regular maintenance of their cool roof in accordance with the requirements of the Eco-Roof Incentive Program.  You may use this template directly to help you draft your Letter of Intent or use it as a guide to prepare your own on a separate document. If you to use this template directly, please replace all the highlighted fields below with the appropriate information and then remove the highlighting.  Save this document (or equivalent document prepared separately) and attach it with any maintenance documentation provided by the cool roof product manufacturer and/or a maintenance contract (if applicable). Upload this maintenance plan as an attachment when submitting your application using the online form. Alternatively, please email the maintenance plan to [ecoroof@toronto.ca](mailto:ecoroof@toronto.ca) after submitting your application online. |
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| [Month Day], [Year]  Eco-Roof Incentive Program  Environment & Climate Division City of Toronto Union Station East Wing c/o Metro Hall mailroom 55 John Street Toronto, ON M5V 3C6    **Re: Letter of Intent for Cool Roof Maintenance at [Property Address – Street # Street Name]**    Dear Program Manager, Eco-Roof Incentive Program:  I/We, [Property Owner(s)' Name(s)], as the property owner(s) of [Property Address - Street # Street Name, Toronto, ON Postal Code], confirm my/our intent to conduct, either directly or indirectly, the regular maintenance of my/our cool roof which includes:   * at minimum, an annual roof cleaning; * an annual roof condition assessment and resulting maintenance; * if applicable, re-coating of cool roof spray as per the life expectancy of the material or site conditions; and * maintenance recommendations provided by the manufacturer or materials supplier.   If you have any questions regarding this correspondence, please feel free to contact me/us at:  [Name(s) of Property Owner(s)]  [Mailing Address of Property Owner(s) – Street # Street Name]  [City, Province] [Postal Code]  [Phone Number] | [Email Address]  Sincerely,  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [Name of Property Owner providing Signature above] |
| Tip: We accept electronic and handwritten signatures. To facilitate electronic signing, please save your letter in PDF format. Property owners can use the free [Adobe Acrobat Reader DC](https://www.adobe.com/ca/acrobat/pdf-reader.html) or another digital document signing application / service to sign the letter.  When a letter is signed by hand, please scan the signed letter, OR take a legible photograph of it for submission. |