| *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 aims to have 100% of a building’s available roof space (i.e. all roof space excluding mechanical equipment and environmental technologies) covered by an eligible cool roof product/material.  When an application for a cool roof incentive is made for a roofing project where the proposed cool roof **will not** cover 100% of the building’s available roof space, a Letter of Intent for Future Roof Replacements (herein the Letter of Intent) from the property owner(s) is also required.  The Letter of Intent is a signed and dated letter from the property owner(s) which confirms their intent to complete future roof replacements with a cool roof product (or another eligible eco-roof product) that meets 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 letter on a separate document. If you plan 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 upload it as an attachment when submitting your application using the online form. Alternatively, please email this document (or equivalent document) 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 Future Roof Replacements 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 complete future roof replacements with an eco-roof surface that meets requirements of the City’s Eco-Roof Incentive Program on my/our property.  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. |