

Appendix 3 – Submission Checklist

Rental Housing Supply Program: Affordable Rental and Rent-Controlled Housing Incentives Stream

Required information and documentation as part of a complete application is listed below.

Section	Description	Checklist
Proposal Submission Form	All sections and relevant fields are complete (Section A to M)	<input type="checkbox"/>
	Applicants Authorization and Certification Complete, including acknowledgement of Addenda and Signatures	<input type="checkbox"/>
Cover Letter	A Cover Letter is provided meeting requirements outlined in Section B of the Application Package, including an Organization Chart	<input type="checkbox"/>
Development Schedule	A Development Schedule is provided meeting the requirements outlined in Section C of the Application Package.	<input type="checkbox"/>
Capital Budget	A Capital Budget is provided using the form provided in Section D of the Application Package	<input type="checkbox"/>
Operating Budget	An Operating Budget is provided using the form provided in Section E of the Application Package	<input type="checkbox"/>
Mandatory Forms	Declaration Confirming the Absence of Any Conflict of Interest (Form 1) provided in Section F of the Application package is completed and signed	<input type="checkbox"/>
	Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy (Form 2) provided in Section F of the Application Package is completed and signed	<input type="checkbox"/>
	Restrictions on the Hiring and Use of Former City of Toronto management Employees for City Contracts (Form 3) Provided in Section F of the Application Package is completed and signed	<input type="checkbox"/>
	Environmentally Responsible Procurement Statement (Form 4) is completed and signed.	<input type="checkbox"/>
Additional Attachments	Articles of Incorporation/Letters Patent for the Applicant are provided (for non-profit, co-operative, Indigenous housing providers and private companies).	<input type="checkbox"/>
	A current Parcel Register for the property is provided	<input type="checkbox"/>
	A copy of the Lease is provided (if property is leased by the Applicant)	<input type="checkbox"/>
	Attachments provided as back-up documentation for funding amounts outlined in Section J.	<input type="checkbox"/>
	Attachments provided as back-up documentation for financing amounts outlined in Section K., e.g. letters of intent, conditional loan approval, etc.	<input type="checkbox"/>