Appendix 4 – <mark>Updated</mark> Submission Checklist
Rental Housing Supply Program: Affordable Rental and Rent-Controlled Housing Incentives (ARRCHI) Stream

Required information and documentation as part of a complete application is listed below. Please submit your complete application package as **one** combined PDF document, containing all required materials and name the PDF document using your project name.

Section	Description	Checklist
Part A. Cover Letter	A Cover Letter is provided meeting requirements outlined in Section A of the Application Package, including an Organization Chart and Project Details	
Part B. Proposal Submission Form	All sections and relevant fields are completed (Section A to K)	
Part C. Development Schedule	A Development Schedule is provided meeting the requirements outlined	
Mandatory Submission Form	All sections and relevant fields are completed and signed	
Supplementary Information and Attachments	Certificate of Status (Ontario Corporation) or Certificate of Compliance (Federal Corporations) for the relevant entity/entities	
	Articles of Incorporation/Letters Patent for the Applicant are provided (for non-profit, co-operative, Indigenous housing providers and private companies)	
	A **current** Parcel Register for the property is provided (if property is owned by the Applicant) for the property dated within 60 days of the application	
	A copy of the Agreement of Purchase and Sale (APS) and/or Letter of Intent (LOI) (if property is to be owned by the Applicant)	
	A copy of the Lease is provided (if property is leased by the Applicant)	
	City-issued Planning Application Checklist Package received through the Pre-Application Consultation (PAC)	
	Attachments provided as back-up documentation for funding amounts outlined in Section H	
	Attachments provided as back-up documentation for financing amounts outlined in Section I., e.g. conditional loan approval, etc.	