

Appendix 5 – Submission Checklist for Purpose-Built Rental (PBR) Housing Incentives Stream Phase 2

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

Application Document	Section & Description	Checklist
Application Package (as one combined PDF document)	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. Demonstration of Construction Readiness. A narrative description of the steps remaining prior to construction and a funding and financing plan	
	Part C. Contribution to City-Building Objectives. A written description of how the project contributes to key City-building objectives	
	Mandatory Submission Form (Appendix 2). All sections and relevant fields are completed and signed	
Project Data Spreadsheet (Appendix 3)	Completed Project Data Spreadsheet provided as Appendix 3, submitted as an excel document and not a PDF	
Supplementary Information Package (as one combined PDF document)	Articles of Incorporation/Letters Patent for the Applicant are provided (for private companies, non-profit, co-operative, and Indigenous housing providers)	
	Certificate of Status (Ontario Corporation) or Certificate of Compliance (Federal Corporations) for the relevant entity/entities	
	A current copy of the parcel register for the property is provided, dated within 60 days of the application	
	A copy of the lease (if property is leased by the Applicant)	
	A project Gantt chart is included meeting requirements outlined in Part B of the Application Package to support construction readiness assessment	
	Documents supporting development review application status. Evidence of approved zoning in place, and a copy of Notice of Complete Application for Site Plan Application are mandatory. Additional documents could include: NOAC and/or SPA Approval, Zoning Applicable Law Certificate, or copies of relevant Ontario Land Tribunal orders.	
	Project site plan drawings including site statistics and up-to-date floor plans which clearly identify all Affordable Rental Units	
	Documents provided to support the funding and financing plan, including: Documentation from CMHC indicating Frequent Builder status (if applicable); Confirmation of status of funding and/or financing application including preliminary, conditional, or final approval (refer to Part B of the Application Package for details); Completed and signed CMHC Consent Letter provided as Appendix 4 and submitted as a PDF (if applicable)	

Note: The City may request additional information as part of the review process to confirm eligibility and support a complete assessment of the application.