



Affordable Housing Tax Incentive Grant Program Information

The re-goal is to help increase the supply of affordable rental, cooperative, and supportive housing in Lanark County. The County will provide financial contributions to projects that create new affordable rental, cooperative, and supportive housing units. The AHTIG may provide funding to eligible applicants in the form of an annual operating grant issued at the commencement of the year, and upon completion of approved verification. The grant is equivalent to the County portion of property taxes for the number of units which meet the affordability criteria for a period of 15 years. For example, if 50% of the building units meet the affordability criteria, the County will provide an annual operating grant to the owner equivalent to 50% of the County portion of the property tax for a period up to 15 years.

Program Information:

1. Funding is intended to create new affordable rental, cooperative, or supportive housing units.
2. Eligible projects must be self-contained with a washroom and basic cooking facility.
3. Eligible projects could include:
 - New construction purpose-built affordable rental, cooperative, or supportive housing
 - Acquisition and/or rehabilitation of existing residential buildings to increase and create new affordable housing stock (e.g. a single home converted to two units, an apartment building in disrepair)
 - Conversion of non-residential buildings or units to purpose-built affordable residential rental/cooperative/supportive buildings or units (e.g. a commercial building converted to rental housing)
 - Addition of new affordable buildings or units to existing residential and non-residential buildings (e.g. adding a rental housing unit above a store)
 - Social/affordable housing redevelopment which involves building new affordable units on existing social housing sites
4. The proposed project must be in Lanark County and property taxes must be paid in full.
5. Rents for the affordable units receiving the grant must be maintained at or below the affordable level (100% AMR for the current year and not to exceed the annual rental increase amount) for a minimum period of fifteen (15) years. The current maximum unit rents are as follows:

Table 1: Maximum Monthly Rent for Affordable Rental Housing Units	
Unit Size	100% AMR
Bachelor	\$1,350**
One-Bedroom Unit	\$1,350*
Two-Bedroom Unit	\$1,503**
Three+ Bedroom Unit	\$1,725**
Source: * Data provided by the Ministry of Municipal Affairs and Housing ** Value set by Lanark County where there is no data, approved by the Ministry of Municipal Affairs and Housing	
Note: AMRs are updated on an annual basis. Rents for affordable units under this program must remain at the affordable level for the full term of the agreement.	

6. If rents/ fees for occupied affordable units are increased beyond the provincial rent increase guideline, or beyond the affordable level (100% AMR for the current year) the applicant will be required to pay back the grant for the period of non-compliance.



7. The gross household income of residents in the affordable housing units shall not be more than the maximum income limits prescribed in the *Housing Services Act, 2011* at the time the tenant moves into the unit. The maximum household income limits are updated on an annual basis, and the proponent is required to know the current limits. Current household income limits are as follows:

Table 2: Maximum Gross Annual Household Income for Residents of Affordable Rental Housing Units	
Household Size	Gross Annual Household Income
Bachelor Unit Household	\$32,000
One Bedroom Household	\$42,000
Two Bedroom Household	\$49,500
Three Bedroom Household	\$53,500
Four+ Bedroom Household	\$62,500
Note: The income limits are based on one, two, three and four+ bedroom Housing Income Limits prescribed in the <i>Housing Services Act</i> .	

8. Tenant household assets must be below the Lanark County Housing Services Asset Limit of \$200,000 at the time the tenant moves into the unit.
9. If the units are left vacant for longer than 2 consecutive months or any amount of time deemed unacceptable by County staff, the applicant will be required to pay back the grant for the period of non-compliance.
10. On an annual basis, successful proponents will need to submit verification of eligibility for AHTIG operating grant. Should the year finish and the proponent not submit their verification, they are determined ineligible and will receive no further AHTIG operating grant. Proponents will be required to submit the following documentation on an annual basis:
- Letter of request for operating grant.
 - Declaration that new tenants in affordable units meet eligibility criteria.
 - Verification of rental rates.
 - Other documents as previously noted or requested by Lanark County.
 - The County reserves the rights to audit all proponent files to ensure ongoing eligibility.
11. There is no guarantee applicants will be deemed eligible upon submission of a complete application. Other factors will be taken into consideration such as County budget, project viability, housing needs/demands, proponent experience, project design, etc.

Submit completed application and supporting documentation to:

Lanark County - Housing Services
99 Christie Lake Road
Perth, ON K7C 3C6

For information and assistance completing your application, please call 613-267-4200 ext. 2402, or 1-888-9-LANARK, ext. 2402.

Remove and retain pages 1 and 2 of the application for your information.



Affordable Housing Tax Incentive Grant Application

For Office Use Only

Date received: _____

Date application deemed complete: _____

Applicant/Owner Information:	
Names of owner(s) on title for the property for which this application is made:	
1.	
2.	
3.	
Required: Two pieces of identification that includes legal name, date of birth, one which includes a photo, and one which includes a signature (e.g. driver’s license, Ontario Photo Card, Age of Majority Card, or Canadian Passport) for each applicant/owner. Note: Health cards cannot be accepted as identification.	

Property Address:		
Civic Address		Unit/Suite/P.O. Box
City/Town	Province	Postal Code
Telephone Number		Alternate Number
Please complete the attached Consent to Email form to correspond by email		

Alternate contact:	
Name	Telephone Number

Property Description:	
☐ Semi-detached ☐ Detached ☐ Townhouse/Rowhouse ☐ Apartment Building	
Age of property:	Value of property:
Total number of units: Bachelor/1 BR: _____ 2 BR: _____ 3+ BR: _____	Monthly rent for non-affordable units: Bachelor/1 BR: _____ 2 BR: _____ 3+ BR: _____
Proposed number of affordable units: Bachelor/1 BR: _____ 2 BR: _____ 3+ BR: _____	Monthly rent for affordable units: Bachelor/1 BR: _____ 2 BR: _____ 3+ BR: _____



Affordable Housing Tax Incentive Grant Application

Proposed Project Information:
Please describe proposed rehabilitation/redevelopment/construction works (building size/type, number of stories, construction materials, etc.) to take place on the site that are eligible for the grant. Include number of new residential units/sq.ft. to be constructed, commercial space to be constructed (sq.ft.), types of improvements to be constructed (please attach detailed architectural/design and/or construction drawings):
Has the applicant/owner(s) and/or this property received previous government funding through any other programs for this project?

Scope:
Attach all of the following documents:
☐ Building permit.
☐ Site drawings: floor plan drawings for the rental unit(s).
☐ Any additional information relevant to the project:

Property Clearance:		
Mortgage paid up-to-date? Yes ☐ No ☐	Insurance paid up-to-date? Yes ☐ No ☐	Property taxes paid up-to-date? Yes ☐ No ☐
Required: Copy of most recent mortgage statement for the property (usually issued at the end of the year).	Required: Copy of current insurance certificate or policy for the property.	Required: Copy of most recent property tax bill for the property.
What is the total value of all mortgages and liens registered on the property? \$ _____		
Are any of the property owners in the process of applying for bankruptcy, or have an active bankruptcy filed? Yes ☐ No ☐		
Are there currently any municipal or provincial work orders on the property? Yes ☐ No ☐		



Affordable Housing Tax Incentive Grant Application

Applicant/Owner’s Declaration and Acknowledgement:

- I/we hereby confirm that I/we are the owners of the property located at the address identified in this application, and that no other person is an owner.
- I/we hereby grant permission to Lanark County to make any necessary inquiries to verify the information provided in this application as it relates to eligibility for the Affordable Housing Tax Incentive Grant.
- I/we hereby authorize the inspection of this property as required by Lanark County.
- I/we understand any inspections conducted are for administrative and assessment purposes only. These inspections do not determine compliance with by-laws or building codes and provide no guarantees.
- I/we authorize a representative of Lanark County to take digital photographs of the property/home for the purpose of documenting the project for Affordable Housing Tax Incentive Grant.
- I/we understand that Lanark County may request further information to verify eligibility as required.
- I/we hereby certify that all information contained in this application is true and complete in every respect.
- I/we acknowledge that in the event that Lanark County discovers that a false declaration has been made on this application, Lanark County shall have the right to cancel the approval, and I/we will be liable for repayment of all funds issued under the Affordable Housing Tax Incentive Grant on my/our behalf.
- I/we acknowledge that the funded rental unit must be rented by an eligible tenant, with Affordable rents charged, for the duration of the Affordability Period (15 years).
- I/WE HEREBY AGREE all grants will be calculated and awarded in the sole discretion of the County. Notwithstanding any representation by or on behalf of the County, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the applicant meeting the terms and conditions of the program and the grant agreement. The County is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date
_____	_____	_____
Print Name	Signature	Date

Personal information contained in this Application or any attachments hereto, is collected for the purpose of determining eligibility for Affordable Housing Tax Incentive Grant. Questions about this collection should be directed to the Lanark County, Housing Services Department, 99 Christie Lake Road, Perth, ON K7H 3C6, or telephone 613-267-4200 ext. 2402, or 1-888-9-LANARK, extension 2402.



Affordable Housing Tax Incentive Grant Application

Required Documents Checklist

Your application will be delayed if any required documents are missing. Copies of the following documents must be attached to your application:

Item:	Yes	No	Not Applicable
Government issued photo identification (e.g. passport, driver’s licence, Ontario Photo Card, Age of Majority card), copied front and back, that includes legal name, date of birth, and signature, must be provided for each applicant/owner.	☐	☐	
Copy of current insurance certificate or insurance policy for the property.	☐	☐	
Copy of recent property tax bill.	☐	☐	
Copy of most recent mortgage statement for the property (usually issued at the end of the year).	☐	☐	☐
Building permit, or where a building permit is not required, written verification from the municipality that project is approved.	☐	☐	
Site drawings: floor plan drawings for the rental unit(s).	☐	☐	