



City of Regina Housing Incentives Policy Rental Repair Application

Section 1.0 Introduction

This form may be used to apply for rental repair tax exemptions under the Housing Incentives Policy (HIP) (see <https://www.regina.ca/home-property/housing/housing-incentives/> for the policy). Refer to the HIP for eligibility criteria and details on capital grant and tax exemption amounts and requirements.

A funding commitment from a CMHC program or a similar program with an affordability component is required to receive a rental repair tax exemption. Eligible costs and affordability requirements are determined by CMHC (or other funder). **The property owner must enter into a legal agreement with the City to receive a tax exemption.**

Projects are eligible to apply for funding prior to a building permit being issued and prior to receiving a funding commitment from CMHC or another funder.

Applications for rental repair tax exemptions may be accepted up to October 31 in the year the project receives a letter of completion or occupancy permit. For projects that receive a letter of completion or occupancy permit after October 31, applications may be accepted up to October 31 of the following year. **Note, CMHC and other programs may have different requirements. The City of Regina does not guarantee eligibility for rental repair tax exemptions if the project is ineligible for other programs due to timelines not being met.**

Complete this form and return by:

Mail/Drop off:

City of Regina
C/O Housing Team, 12th Floor
Ambassador Desk, Main Floor, City Hall
2476 Victoria Avenue, PO Box 1790
Regina, SK S4P 3C8

OR

Email:

CHS@regina.ca

Section 2.0 Applicant Information

Applicant Name: (Include registered company name, including numbered companies)

Contact Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Corporate Status:

- Charitable Non-Profit Membership Non-Profit (affidavit must be provided)¹
 Private Sector or Individual Other

Please indicate one of the following:

- I am the landowner
 I am not the landowner but I have an accepted agreement to purchase the land²
 I am applying on behalf of the landowner³ (*If not the landowner, please provide the contact information for the legal landowner and a statement authorizing an application on their behalf*)

¹ To be considered as a Non-Profit Housing Provider under the Housing Incentives Policy, all membership non-profit corporations must submit an affidavit with its application confirming that the corporation provides housing primary for the benefit of the public at large instead of its members. If the affidavit is not provided it will be considered a Private Sector application.

² If you are in the process of transferring ownership, please provide the Agreement to Purchase.

³ If you are applying on behalf of the owner, please provide contact information for the legal landowner and a statement authorizing an application on their behalf. Only the landowner is eligible to receive the tax exemption.

Section 3.0 Project Information

Project Name: _____

Est. Building Permit Date: _____ (dd/mm/yyyy) (if not yet obtained)

Est. Construction Start Date: _____ (dd/mm/yyyy)

Est. Completion Date: _____ (dd/mm/yyyy)

Please indicate the partner program you are applying to for financial support and the program provider (e.g., National Housing Co-Investment Fund, CMHC)

Funder: _____

Program: _____

Address: _____

The following information and attachments must be included:

- A completed Project Description Spreadsheet with the following information for each property in the project (see <https://www.regina.ca/home-property/housing/housing-incentives/> for spreadsheet)⁴
 - Civic Address of each Property and Unit
 - Legal Land Description of each Property
 - Unit Type (Number of bedrooms OR on-site support suite)
- An itemized schedule of proposed repairs and costs
- Proof of Ownership (Legal land title or signed purchase agreement)
- ISC Registration (Certificate of Status, Profile Report, etc.)

The City may require additional information to confirm eligibility for incentives under this policy.

Within six months from the date this application is approved, applicants must provide the City with a copy of any evaluation materials required by the partner program (e.g., a signed Integrity Declaration and Scoring/Viability Assessment Calculator under the National Housing Co-Investment Fund) and proof of funding commitment received from the other program. If the documentation is not provided within six months, the City's funding commitment may be withdrawn.

Please also include the following information, if applicable:

- Development/Building Permit Number (# _____) (if already approved)⁵
- Property Owner Consent and Contact Information (if applying on behalf of owner)

⁴ Properties that may be included in the project are subject to criteria in the Housing Incentives Policy.

⁵ An approved building permit and a legal land title are required before the City can enter into an agreement.

Please submit a project summary (max 3 pages) with the following details:

- How will the project address Regina’s affordable housing needs?
- How many units does the project include? (affordable and market)
- What is the type of housing provided? (e.g., affordable, transitional, supportive, etc.)
- Who is the target population? (see Design & Development Scorecard for priority groups)
- Are there support services?
- How will the financial viability of the project be ensured?
- What are the characteristics of the neighbourhood?
- How accessible is the project to nearby amenities and services?

Please indicate if the property is eligible for, has applied to receive or is already receiving a tax exemption under one of the following programs:

	Not Applicable	Eligible	Applied	Receiving
Heritage Incentives Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intensification Incentives Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revitalization Incentives Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4.0 Declaration

I hereby certify that the above information is correct and complete, and that the applicant and owner agree to the terms and conditions of the Housing Incentives Policy. I acknowledge that the information collected on and within the application documents is handled and maintained in accordance with The Local Authority Freedom of Information and Protection of Privacy Act. It will be retained as a record of your application and may be used to contact the parties involved in this project. The application and the information contained therein may also be used by the City for compliance or other legal action pursuant to *The Cities Act*, *The Uniform Building and Accessibility Standards Act*, the City’s *Building Bylaw*, *The Planning and Development Act* and any other bylaws, legislation, or regulations.

Applicant Name (Printed) (Or authorized representative)	Applicant Signature (Or authorized representative)	Date (dd/mm/yyyy)
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