



City of Regina Housing Incentives Policy Application Form

Section 1.0 Introduction

This form may be used to apply for capital grants and tax exemptions for affordable and market housing units 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. **To apply for the Rental Acquisition & Repair or Pre-development Grants pilot incentives, refer to the appropriate form on the Housing Incentives Program webpage.**

Capital grants are available to projects that meet affordability criteria as defined in the HIP.

- Affordable rental units are rented to tenants with household incomes at or below a Maximum Income Threshold for rental rates at or below the Maximum Rental Rate set by the City for at least 10 years.
- Affordable ownership units are sold to purchasers with income at or below a Maximum Income Threshold. Capital grants must be used to reduce the purchase price or as a down payment.
- Current income thresholds and rental rates can be found on <https://www.regina.ca/home-property/housing/housing-incentives/> or may be requested from <mailto:CHS@regina.ca>.

Tax Exemptions are available for newly constructed affordable and market-rate units, for repair of rental units, or for new or legalized secondary suites.

The property owner must enter into a legal agreement with the City to receive HIP incentives. To enter into an agreement, the applicant must be current on all property taxes, utilities, parking, and other charges owing to the City.

Applications for capital grants may be made prior to a development/building permit being issued.

Applications will not be accepted retroactively once the project has received an occupancy permit. Applications for capital grants are accepted and reviewed for completeness between January 1st and July 31st for each funding year. Applications for capital grants are reviewed in three periods:

Evaluation Period	Applications Reviewed
May	• All applications in Program Area 1 and 2 (See Appendix A of HIP)
August	• Applications from non-profit housing providers in areas 3 and 4
August (if funding remains)	• Applications from private-sector developers in areas 3 and 4

Applications within each evaluation period are evaluated and prioritized for funding based on the Design and Development Criteria Scorecard. If capital grant funding remains after the last evaluation period, funding may be awarded to eligible applications on a first-come basis until December 31.

Applications for tax exemptions may be accepted up to October 31 in the year the project receives an occupancy permit or letter of completion. For projects that receive an occupancy permit or letter of completion after October 31, applications may be accepted up to October 31 of the following year.

Complete this form and return by:

Mail/Drop off:

City of Regina
C/O Housing Team, 14th 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 capital grant incentive. Payment may be made to a third party if an agreement between the owner and the third party is provided.

Section 3.0 Project Information

Project Name: _____

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

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

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

If you are applying for other funding sources and would like a support letter, please provide the following information:

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 in the project
 - Legal land description of each property in the project
 - Project type (New build, repair, renovation, acquisition, etc.)
 - Unit type (Principal dwelling unit, secondary or backyard suite, on-site support suite)
 - Number of bedrooms in each unit
 - Tenure type for each unit (affordable/market, rental/ownership, on-site support suite)
 - Approximate unit size (sq. ft.)
- Proof of Ownership (Legal land title or signed purchase agreement)
- Concept drawings (Floor, site, elevation, etc. Drawings must be approximately 40-60% complete and include all details required by *The Regina Zoning Bylaw, 2019*. It is strongly recommended applicants familiarize themselves with the regulations and engage a designer.)
- Project Budget
- Project Pro Forma
- ISC Registration (Certificate of Status, Profile Report, etc.)

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

Please also include the following information, if applicable:

- A completed Design & Development Criteria Scorecard with supporting evidence (If applying for capital grants. See <https://www.regina.ca/home-property/housing/housing-incentives/> for scorecard)
- Development/Building Permit Number (# _____) (if already approved)⁵

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.

- Statutory Declaration (If membership non-profit. See <https://www.regina.ca/home-property/housing/housing-incentives/> for declaration)
- Property Owner Consent and Contact Information (if applying on behalf of owner)
- Agreement with Support Service Provider (if project includes support suites)

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?
- Any other details related to the Design & Development Scorecard

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"/>
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 my 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 Housing Incentives Policy, The Cities Act, The Construction Codes 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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