



City of Regina Housing Incentives Application: Rental Acquisition & Repair

Section 1.0 Introduction

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

Capital grants and tax exemptions are available for affordable rental units created through the acquisition & repair of rental buildings:

- 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 (Exceptions are available where existing tenants would not qualify under the Maximum income Threshold).
- Current income thresholds and rental rates can be found on <https://www.regina.ca/home-property/housing/housing-incentives/> or may be requested from CHS@regina.ca.

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. The Housing Branch must be notified of project completion no later than October 31, 2027 to receive funding.

Applications may be made prior to acquiring a property and prior to a development/building permit being issued. Applications will not be accepted after repair work has begun, where the sale of a property has already been finalized, or if tenants have already been evicted for reasons other than cause or non-payment of rent.

Applications are accepted and reviewed for completeness between January 1st and July 31st for each funding year. Applications are reviewed in May and August. Applications may be accepted and awarded funding on a first-come basis if there is an immediate risk to the health and safety of occupants or the public. 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 are evaluated and prioritized based on type of work, as defined in the HIP, as follows:

1. Work that addresses an urgent issue related to the health and safety of occupants or the public;
2. To acquisition projects, renovation projects to create new dwelling units, major repair projects, and minor repair projects related to accessibility for existing tenants;
3. To minor repair projects; and
4. To risk mitigation projects.

To receive a tax exemption in the year following completion, the project must be complete and the Housing Branch notified no later than October 31 in the year the project receives an occupancy permit, letter of completion, or is verified to be complete by Housing staff. Projects that are completed after October 31 may receive a tax exemption beginning January 1 of the year two years after completion.

Complete this form and return by:

Mail/Drop off:

City of Regina
C/O Housing Branch, 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 conditional 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 have an Agreement to Purchase, please provide it.

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/Building 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: _____

Was notice to terminate a lease sent to tenants within the last two months? (If Yes, why):

The following information and attachments must be included (*all spreadsheets and templates can be found at <https://www.regina.ca/home-property/housing/housing-incentives/>):

- A completed Project Description Spreadsheet with the following information for each property in the project⁴
 - 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.)
- A completed Repair Work Description Template
- A completed Work Impact Assessment
- A building condition assessment completed in the last 12 months (use of template encouraged but not required)
- Proof of Ownership (Legal land title or signed purchase agreement)
- Project Budget
- Project Pro Forma
- ISC Registration (Certificate of Status or Profile Report, etc.)

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

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

The City reserves the right to deny an application if critical building systems are too degraded. Please also include the following information, if applicable:

- A third-party appraisal report completed in the last 12 months (if acquiring the property)
- A phase 1 environmental assessment completed in the last 12 months (if acquiring the property)
- Concept drawings including (if a development or building permit are required):
 - Floor plans showing general layout of interior (i.e., walls, doors, windows, rooms identified)
 - Site plans showing dimensions of site and structure
 - Elevation plans showing dimensions of site and structure

***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.**

- Development/Building Permit Number (# _____) (if already approved)⁵
- Statutory Declaration Template (If membership non-profit)
- 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?

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"/>

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

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)