

# Application

## Better Homes Ottawa - Loan Program

Welcome to the City of Ottawa's Better Homes Ottawa - Loan Program (BHOLP) (the "Program"). The purpose of the Application is to determine eligibility for BHOLP funding to undertake energy efficiency, water conservation, and renewable energy works to your property. Please complete the following form and submit it to the City. A homeowner will have 12 months from the date the City issues Notice To Proceed to complete their retrofit project. Extensions may be granted for valid reasons and provided the Program is continuing. Further instruction on how to submit this application is found below.

Additional information about BHOLP can be found by visiting [betterhomesottawa.ca](http://betterhomesottawa.ca). Any questions you may have can be directed to the Better Homes Ottawa Program Manager by e-mailing [betterhomes@envirocentre.ca](mailto:betterhomes@envirocentre.ca) or by calling 1-877-580-2582.

### What's Next?

Upon receipt of your completed Application, the Program Manager will review your form to determine your property's eligibility based on the following:

- Property type, location and verification of property ownership
- Status of your property tax and utility bill payments
- Debt service ratio assessment.

After completion of the review, if you meet Program eligibility requirements, the Program Manager will provide you with a Notice to Proceed letter that identifies:

- The maximum eligible funding amount for your project
- A BHOLP file reference number for tracking your application as you proceed
- Information for contacting an NRCan-approved Registered Energy Advisor to arrange for a Pre-Retrofit Home EnerGuide Assessment, the cost of which is eligible for re-imburement under this Program

### How to submit the Application (Choose one of the following methods)

Attach a copy of this form and email to:

[betterhomes@envirocentre.ca](mailto:betterhomes@envirocentre.ca)

Mail a hardcopy of this form to:

Program Manager  
Better Homes Ottawa - Loan Program  
1554 Carling Ave. Unit 347  
Ottawa, Ontario  
K1Z 7M4

To hand deliver your application, please call 1-877-580-2582 to schedule an appointment.

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<b>A - Applicant Information</b>				
<b>i. Applicant Primary Contact</b>				
The person to whom all communication (i.e. letters, e-mails), including any legal notices under the Property Owner Agreement with the City, will be directed (the "Primary Contact").				
Primary Contact Name				
<input type="checkbox"/> Check this box if First Name and Last Name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below.				
Single Name				
Mailing Address (Street Number, Street Name)				
City/Town	Province	Postal Code		
Email				
Telephone Number				
Relationship to Property	Owner  <input type="checkbox"/>	Manager  <input type="checkbox"/>	Tenant  <input type="checkbox"/>	Other (specify)
Preferred Method of Communication	Telephone  <input type="checkbox"/>	Email  <input type="checkbox"/>		Mail  <input type="checkbox"/>

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<b>A - Applicant Information</b>	
<b>ii. Legal Name(s) of Property Owner(s)</b>	
Please identify all property owners listed on the registered title for the property. All registered owners of the home must be identified in this section and consent to participate in BHOLP (the "Property Owner").	
Name of Property Owner 1:	
Name of Property Owner 2:	
Name of Property Owner 3:	

<b>B - Property Information</b>																																										
<b>i. Property Identifying Information (The "Property")</b>																																										
Only properties located within the geographic boundary of the City of Ottawa can participate in BHOLP. Condominiums are not currently eligible.																																										
Please identify the Property you are interested in improving.																																										
Property Address (Street Number, Street Name)																																										
City/Town	Province																																									
Postal Code																																										
Assessment Roll No.*	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> <tr> <td></td><td></td><td>–</td><td></td><td></td><td>–</td><td></td><td></td><td>–</td><td></td><td></td><td>–</td><td></td><td></td><td></td><td>–</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																							–			–			–			–				–					
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* You can find your assessment roll number by looking at the top left corner of your property tax bill. Provide the first 15 digits only.																																										

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<b>B - Property Information</b>	
<b>ii. Property Type</b>	
What best describes your Property (check one):	
	Fully Detached
	Semi-detached
	Townhouse
	Multi-unit low-rise building
	Number of Units

<b>B - Property Information</b>				
<b>iii. Utility Information</b>				
What is the primary fuel used to heat the Property?				
Natural Gas	Electricity	Oil	Propane	Other (specify)
Who pays the utility bills for the Property? (Check all that apply)				
	Owner	Tenant	Third Party (i.e. property manager)	
Heating Bill (Natural Gas, Oil, Propane, etc)				
Electricity Bill				
Water Bill				

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<b>C - Mortgage Lender Information</b>		
For, properties that are subject to a mortgage(s), it is the responsibility of the Property Owner(s) to confirm support from the mortgage lenders.		
Is the Property subject to a mortgage?	Yes	No
If “yes”, then list the lenders(s) holding these mortgages:		
Name of Financial Institution 1:		
Name of Financial Institution 2:		

Note: The City is not responsible or liable for any breach of mortgage terms with any pre-existing lenders. It is the homeowner’s responsibility to confirm that contracts with pre-existing lenders are followed.

<b>E – Past Properties</b>		
Please list the addresses of properties in Ottawa where, in the past 5 years, you have been named on the property tax bill and/or the water bill.		
Start Date	End Date	Full Address

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E - How Did You Hear About BHOLP?			
How did you first hear about the City of Ottawa's Better Homes Ottawa - Loan Program (include a name of a referral if you are able)?			
	City of Ottawa websites		Energy Advisor
	Enbridge Gas		Contractor
	Hydro Ottawa		Social media
	Hydro One		City staff
	EnviroCentre		Advertising
	Neighbour/Family/Friend		Community Group
	Event		Other (please specify)

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<b>F - Applicant Signature</b>		
<p>I, _____ on behalf of the Property Owner(s) hereby:</p> <ul style="list-style-type: none"> <li>Attest to having obtained consent from all property owners on registered title for the property to participate in the Program and am authorized to sign this document on behalf of all other property owners;</li> <li>Attest that all the information submitted as part of this application is truthful and accurate;</li> <li>Engage with the BHOLP Program Manager and/or other City staff on behalf of the property owner(s);</li> <li>Have read and understand the BHOLP program documents and consent to the participation of the Property in the Program;</li> <li>Understand and agree that any funding received under BHOLP will be repaid to the City by payment of a special charge added to the Property's tax account by the City; and</li> <li>Understand that the City may verify that the information provided above is accurate and has the right to terminate this Application if the information is found to be inaccurate.</li> </ul>		
Applicant Full Name	Applicant Signature	Date (yyyy-mm-dd)

<b>G – Voluntary Disclosure</b>	
<p>Your responses to the following questions will help us to identify additional programs and services – offered by the City of Ottawa, Hydro Ottawa, Hydro One, and/or Enbridge Gas – that you may be eligible for.</p>	
Are you (or a member of your household) over 65 years of age?	<input type="checkbox"/>
Are you (or a member of your household) a person with a disability?	<input type="checkbox"/>
You or a member of your household are on a fixed, precarious or stagnant income.	<input type="checkbox"/>
<b>Internal Use Only</b>	Referred Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No

The City's Climate Change and Resiliency Unit collects personal information on this form under the authority of the Municipal Act, 2001, S.O. 2001, Chapter 11, Schedule A, s. 136 (c), Ontario Regulation 596/06, s. 35 under this Act, and the City of Ottawa By-laws: 2021-249. Information collected will be used to assess and qualify Properties for the Program, followed by subsequent communication with the Applicant Primary Contact in order to access Program funding. The information will be shared with Revenue Services to verify ownership. Questions about this collection can be directed to the Program Manager, PIED – Climate Change and Resiliency, City Hall, 110 Laurier Ave West, 4<sup>th</sup> Floor, Ottawa, Ontario, K1P 1J1 or by telephone at 613-580-2424.