



Community Improvement Plan (CIP) Program 4 Checklist

Second Units in New Construction Housing Rebate

If you are an applicant, please place a checkmark in the applicable boxes below.

Program 4 Criteria:

The property is within the eligible area (see Part 3, CIP) AND

The applicant purchased a new house which includes a legal second unit, supported by proof of purchase proof of completed work, and the Tarion certificate AND

The second unit meets the gross floor area (G.F.A.) guidelines AND

A complete application is received by the City within one (1) year of the closure of the sale of the house AND

Proof that the primary dwelling unit is owner-occupied AND

Proof that the rental unit is occupied (copy of signed lease agreement, a copy of cleared cheques for first and last month's rent, and contact information for the tenant) have been submitted to the City within one (1) year of the closure of the sale of the house.

Additional Considerations:

The second unit does not need to meet the description of affordable contained within this document. The second unit must be a bonafide rental housing unit for five (5) years and must not be marketed as short-stay accommodation (i.e., must not be listed on a website such as AirBnB, Tripping.com, VRBO, etc.) or the rebate will have to be repaid to the City. Similarly, the home must be owner-occupied for the same duration, or the rebate will have to be repaid to the City.

The City may establish a guideline on the maximum gross floor area (G.F.A.) for different types of second units (e.g., studio, one bedroom, two bedroom, and three bedroom second units, as well as basement apartments and garden suites) eligible for the rebate. Applicants are encouraged to confirm requirements with the City before applying.

Applicant/Agent Signature: _____

Date: _____