

# Preservation Funding (including Seed Preservation Stream) Application – Document Requirements

Section 1: Preservation Funding for Community Housing Providers **currently** subject to a federally administered operating agreement

## APPLICANT INFORMATION

|   | Information Requested  | Documents/Reports Required*   | Who Can Provide Them?   |
|---|--|---|---|
| Applicant's organizational background and purpose | <ul style="list-style-type: none"> <li>Declaration of Integrity</li> </ul> | <ul style="list-style-type: none"> <li>Signed Declaration of Integrity</li> </ul> | <ul style="list-style-type: none"> <li>The declaration may be provided by the Proponent (authorized signatory)</li> </ul> |

## PROJECT INFORMATION

|                                | Information Requested   | Documents/Reports Required*  | Who Can Provide Them?   |
|--------------------------------|---|--|---|
| Property condition assessment  | <ul style="list-style-type: none"> <li>Proof of a building condition report (if one was completed within the last 3 years).</li> <li>Proof of a capital replacement reserve plan (if one was developed within the last 3 years).</li> <li>If requesting a building condition report and/or a capital replacement reserve plan, include the estimated cost (if you've received quotes prior to applying).</li> </ul> | <ul style="list-style-type: none"> <li>copy of your building condition report and capital replacement reserve plan</li> <li>estimated quote for a new building condition report and/or capital replacement reserve plan</li> </ul> | <ul style="list-style-type: none"> <li>Can be provided by in house staff but all reports must be prepared by a qualified professional.</li> </ul> |
| Determination of affordability | <ul style="list-style-type: none"> <li>Details on the number of affordable units, current rents and proposed rents per unit type.</li> </ul>  | <ul style="list-style-type: none"> <li>documentation to support your current level of affordability</li> </ul>   | <ul style="list-style-type: none"> <li>This can be completed by in-house staff.</li> </ul>  |

## FINANCIAL INFORMATION

|                   | Information Requested   | Documents/Reports Required*   | Who Can Provide Them?   |
|-------------------|---|---|---|
| Financial profile | <ul style="list-style-type: none"> <li>The overall financial profile/situation of the applicant.</li> </ul> | <ul style="list-style-type: none"> <li>last audited financial statements</li> </ul> | <ul style="list-style-type: none"> <li>Copy of the audited financial statements can be provided by in-house staff.</li> </ul> |

\*Mandatory unless not applicable

Section 2: Seed - Preservation Stream for Community Housing Providers **previously** subject to a federally administered operating agreement<sup>1</sup>

**APPLICANT INFORMATION**

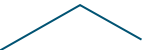
| Information Requested   | Documents/Reports Required*   | Who Can Provide Them?   |
|---|---|---|
| <p><b>Applicant’s organizational background and purpose</b></p> <ul style="list-style-type: none"> <li>• Description of your organizational structure and your mission.</li> <li>• Any document demonstrating the recipient/borrower is duly incorporated, organized, established and validly existing under the laws of its jurisdiction of incorporation, operation and organization, as the case may be.</li> <li>• Declaration of Integrity.</li> </ul> | <ul style="list-style-type: none"> <li>• narrative descriptions</li> <li>• incorporation/registration or any documentation related to your legal status</li> <li>• organizational chart</li> <li>• signed Declaration of Integrity</li> </ul> | <ul style="list-style-type: none"> <li>• These documents can be provided by in-house staff.</li> </ul>    |
| <p><b>Applicant’s relevant experience</b></p> <ul style="list-style-type: none"> <li>• Description of property management experience (if self-managed) or a description of property management firms used. Also describe the types of housing managed (as applicable).</li> </ul>   | <ul style="list-style-type: none"> <li>• narrative descriptions</li> </ul>  | <ul style="list-style-type: none"> <li>• These descriptions can be provided by in-house staff.</li> </ul> |

**PROJECT INFORMATION**

| Information Requested   | Documents/Reports Required*  | Who Can Provide Them?  |
|---|--|--|
| <p><b>Property condition assessment</b></p> <ul style="list-style-type: none"> <li>• Proof of a building condition report (if one was completed within the last 3 years).</li> <li>• Proof of a capital replacement reserve plan (if one was developed within the last 3 years).</li> <li>• If requesting a building condition report and/or a capital replacement reserve plan, include the estimated cost (if you’ve received quotes prior to applying).</li> </ul> | <ul style="list-style-type: none"> <li>• copy of your building condition report and capital replacement reserve plan</li> <li>• estimated quote for a new building condition report and/or capital replacement reserve plan</li> </ul> | <ul style="list-style-type: none"> <li>• Can be provide by in house staff but all reports must be prepared by a qualified professional.</li> </ul> |
| <p><b>Determination of affordability</b></p> <ul style="list-style-type: none"> <li>• Details on the number of affordable units, current rents and proposed rents per unit type.</li> <li>• Proof of rent levels (apartment number and rent amount only).</li> </ul>  | <ul style="list-style-type: none"> <li>• narrative descriptions and documentation that support your current level of affordability</li> <li>• rent rolls for the last 3 months</li> </ul>  | <ul style="list-style-type: none"> <li>• This can be completed by in-house staff.</li> </ul>   |

<sup>1</sup>Including federally administered social housing projects and those transferred under a Social Housing Agreement “SHA” whose federal operating agreement have ended.

\*Mandatory unless not applicable



### FINANCIAL INFORMATION

|                   | Information Requested   | Documents/Reports Required*  | Who Can Provide Them?   |
|-------------------|---|--|---|
| Financial profile | <ul style="list-style-type: none"> <li>The overall financial profile/situation of the applicant.</li> </ul> | <ul style="list-style-type: none"> <li>financial statements (audited if available) for the last 3 years</li> </ul> | <ul style="list-style-type: none"> <li>Copy of the financial statements can be provided by in-house staff.</li> </ul> |

**Please note:** We may require additional information about your project. Failure to provide any required information in connection with your application (including within deadlines that may be specified by, or on behalf of, CMHC) may cause your application to be incomplete and not assessed.

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For more information consult the website [cmhc.ca/preservationfunding](http://cmhc.ca/preservationfunding)