



## Contact Information

Organization Name \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

1. Is your organization currently incorporated? (Circle one) **Yes/No**  
If **yes**, identify your organization's board members, qualifications, and contact information on a separate sheet.

2. Identify whether your organization is: Non Profit, Co-operative, or the Private Sector.  
\_\_\_\_\_

3. Provide a brief outline of your organization's mandate.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. Project Development Experience**  
Outline details of project development experience (on a separate sheet if required)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If engaging a consultant provide details of their project development experience  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 5. Property Management Experience**  
Outline details of property management experience (on a separate sheet if required)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If engaging an outside property manager provide details of their property management experience  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Rental Development Program

## Form 2 - Client Information and Affordability

### 1. Household Information

Whom you are proposing to house \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated gross annual household income from all sources \_\_\_\_\_

Sources of household income (if available) ie social assistance, employment income, student loans, etc

\_\_\_\_\_

How many dependants would a typical household have? \_\_\_\_\_

Do any of your proposed tenants have special needs or a disability? **Yes/No**

If Yes, specify \_\_\_\_\_

Are you planning to include tenant services in your proposal **Yes/No**

If yes, specify and indicate how these services will be funded.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### 2. **Cost of Housing**

Annual operating costs (excluding mortgage) from Form 7 \_\_\_\_\_

Annual mortgage payments \_\_\_\_\_

Total operating costs \_\_\_\_\_

Required monthly revenue per unit \_\_\_\_\_

Projected monthly rent \_\_\_\_\_

Projected other revenue \_\_\_\_\_

Variance (Required rent, less Projected rent) \_\_\_\_\_

### 3. **Affordability for Household**

Estimated gross monthly household income \_\_\_\_\_

30% of monthly income or SAP plus Rental Housing Supplement \_\_\_\_\_

Projected monthly rent from Form 7 \_\_\_\_\_

Projected tenant heating and water/sewer cost \_\_\_\_\_

Total monthly housing cost \_\_\_\_\_

Variance (30% of income, less total monthly housing cost) \_\_\_\_\_

If the variance is negative, the housing may not be affordable.



Note: All projects must have the ability to meet these critical dates.

<b>Event</b>	<b>Proposed Start Date</b>	<b>SHC Deadline</b>
Sponsor Partners Assembled		
Prioritization for Development		May 15, 2012
Preliminary Need & Demand		
Preliminary Design/Concept Plan		June 15, 2012
Full submission from Sponsor as per Rental Development Booklet		June 15, 2012
Consultant Selection, if required (not including lender/contractor)		June 15, 2012
Confirmation of Funding:		June 15, 2012
Lender - Pre-approval		June 15, 2012
Sponsor Equity		June 15, 2012
Municipality		June 15, 2012
Other: (please identify)		
Final Proposal Developed		June 15, 2012
Approved Rental Development Funding - Conditional Letter of Approval		June 30, 2012
Project Development & Operating Agreement Signed		
Zoning in Place		July 27, 2012
Land in place / Optioned / Offer to Purchase		July 27, 2012
SHC Mortgage on Project		
Initial Marketing Complete / Client Commitment		
Construction Drawings in place		
Tender Documents Complete		
Tender Close / Final Capital Cost Determined		
Reconfirmation of Client Commitment/Final letter of Approval		
Contract Award		
Construction Commencement		September 30, 2012
Engaging of Property Manager		
Substantial Completion of Project		December 31, 2013
Final Project Audit		March 31, 2014
Tenant Occupancy		

Events may or may not happen in the order given.

If event already in place/complete please attach supporting documentation



# Rental Development Program Form 4 - Project Details and Design

1. What community will the project be located in? \_\_\_\_\_

2. Does your organization have land with appropriate zoning in place? Yes/No  
If yes, provide the civic and legal address of the project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How many units are you proposing to develop?

4. How many of these units will be affordable and require Rental Development Funding?

5. What is the building style? - single family, semi-detached, duplex, townhouse/row housing, rooming house, low-rise apartment, high-rise apartment 5+, other.

\_\_\_\_\_

6. How many bedrooms will each unit have?

7. What is the square foot area of each unit?

8. Is the project modest in amenities? List below if the project has amenities such as: dishwashers, air conditioning, balconies, fireplaces, garages.

\_\_\_\_\_  
\_\_\_\_\_

9. Is the project: **New Construction**  or, **Conversion of Non-Residential to Residential**

If new construction, will the construction be conventional wood-frame housing? Yes/No

If no, describe:

\_\_\_\_\_  
\_\_\_\_\_

10. Attach any drawings, site or concept plans.

11. All proposals must meet or **exceed** the minimum housing specifications for energy efficiency as outlined in Appendix B. Will this project exceed the minimum specification requirements? Yes/No

If yes, outline on an additional sheet what additional energy efficiency features will be included and the estimated increased efficiency that will be achieved.

12. Are you proposing to include skills development in your proposal? Yes/No

If yes, describe the proposed skill development, the incremental cost for the skill development component and the funding source for this initiative. Any incremental cost relating to the inclusion of skills development must be derived from other sources than Rental Development.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Rental Development Program Form 5 - Capital Cost Estimate

Cost Item	Total
<b>Property</b>	
Acquisition	\$0
Soil Test	\$0
Survey	\$0
Title/Recording Fees	\$0
Appraisal	\$0
Site Services	\$0
Other _____	\$0
<b>Total Property Costs</b>	\$0
<b>Building</b>	
Building Contract	\$0
Appliances	\$0
Building Services	\$0
Building Contingency	\$0
Other _____	\$0
<b>Total Building Costs</b>	\$0
<b>Site Improvements</b>	
Sitework	\$0
Landscaping	\$0
Other _____	\$0
<b>Total Site Improvements</b>	\$0
<b>Administration</b>	
Consulting Fees/Expenses/PST	\$0
Legal Fees	\$0
Printing/Advertising	\$0
Taxes During Construction	\$0
Marketing/Operating During Rent-Up	\$0
Other Fees	\$0
Capital Cost Audit	\$0
Other _____	\$0
<b>Total Administration Costs</b>	\$0
<b>GST</b>	
GST Paid	\$0
Less GST Rebate	\$0
<b>Net GST Paid</b>	\$0
<b>Total</b>	
Total Cost Before Interest	\$0
Interest During Construction	
<b>Total Cost Including Interest</b>	\$0

**Average Unit Cost**

**Average Cost per Sq Ft**



## Rental Development Program Form 6 - Sources of Funding

**Estimated Total Capital Cost (from Form 5) \$**

<b>Capital Funding</b>	<b>Provided By:</b>	<b>Value:</b>
Land contribution*	_____	\$ -
Sponsor equity/cash	_____	\$ -
Mortgage financing	_____	\$ -
Municipal Funding	_____	\$ -
Other: _____	_____	\$ -
Other: _____	_____	\$ -
Requested Capital Grant	_____	\$ -
<b>Total Sources of Capital</b>		<b>\$ -</b>

**Variance** (Total Cost less Total Sources of Capital) 0

\* The maximum value of the land contribution is its appraised market value.



# of Units	Unit Type	Rental Rate	Monthly Revenue	Annual Revenue
	Bachelor		\$0	\$0
	1 Bedroom		\$0	\$0
	2 Bedroom		\$0	\$0
	3 Bedroom		\$0	\$0
	4 Bedroom		\$0	\$0
0	Total:		\$0	\$0

Cost Item	Cost per Unit per Month	Annual Total Cost Estimate
<b>Revenues</b>		
Rental Revenue		\$0
LESS - Bad Debt Expense/Vacancy Loss		\$0
Sundry		\$0
Interest Revenue		\$0
LESS -GST Rebate		\$0
Total Revenues	\$0	\$0
<b>Utilities</b>		
Electricity		\$0
Heating		\$0
Water		\$0
Total Utilities	\$0	\$0
<b>Operating</b>		
Janitorial Supplies		\$0
Janitorial Labour/Benefits		\$0
Grounds Material		\$0
Grounds Labour/Benefits		\$0
Equipment		\$0
Security		\$0
Waste/Snow Removal		\$0
Tenant Placement		\$0
Insurance		\$0
Other: _____		\$0
Total Operating Expenses	\$0	\$0
<b>Maintenance</b>		
Building Exterior		\$0
Building Interior		\$0
Building Labour / Benefits		\$0
Heating, Plumbing, etc.		\$0
Appliance Repair		\$0
Electrical Systems		\$0
Maintenance Overhead		\$0
Painting - Exterior		\$0
Painting - Public Areas		\$0
Painting - Suites		\$0
Other: _____		\$0
Total Maintenance	\$0	\$0



Cost Item	Cost per Unit per Month	Annual Total Cost Estimate
Roofing		\$0
Floor Covering		\$0
Ceramic Tile		\$0
Plumbing & Heating		\$0
Appliances		\$0
Other		\$0
Total M & I Reserve	\$0	\$0
<b>Administration</b>		
Staff		\$0
Staff Benefits		\$0
Office Rental		\$0
Office Utilities		\$0
Office Supplies		\$0
Audit		\$0
Legal		\$0
Other		\$0
Total Administration	\$0	\$0
Property Taxes		
GST Tax Paid		
Total Expenses	\$0	\$0
Net Cash Flow Income/Loss		
Mortgage Payments Principal/Interest		
Net Operating Cash Flow		

Please identify what utilities the tenant is responsible for.

Electricity: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Heat: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Water: Yes \_\_\_\_\_ No \_\_\_\_\_

What risks do you perceive to project sustainability?  
(i.e. vacancy, interest rates, vandalism)

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What measures would you take to address these risks?

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