

RÉNOVATION À LA CARTE MUNICIPAL PROGRAM

November 2017



Montréal 

The municipal program *Renovation à la Carte* provides financial assistance to property owners for the renovation or replacement of certain exterior or interior components of their residential or mixed-use building.

What are the objectives of the program?

The program's objectives include preventing the decay of residential rental buildings and encouraging their modernization through selective renovation work, in particular in the more deteriorated areas of Montréal. In addition, the program is aimed at helping families settle in Montréal, at promoting the use of energy-efficient products and materials and at fighting insalubrity.

Please note that owners of residential buildings planning a complete renovation of their building should check if they are eligible for financial assistance under the program for Major Residential Renovation. Specific terms and conditions apply to rooming houses and to buildings belonging to non-profit organizations and housing cooperatives. Details are available at the Direction de l'habitation (housing department) at 514 872-4630.

Who is eligible for financial assistance?

Any individual or legal entity with a right of ownership over a building that meets the following requirements is eligible (provided all other program conditions are met):

- The building was constructed or converted into a residential or mixed-use building (a building that is both residential and commercial) at least 20 years ago.
- The average property value per unit (land and building) does not exceed the maximum amounts listed in the chart "Building Eligibility" below.

BUILDING ELIGIBILITY			
Building	Maximum property value per unit (land and building)	Territory	
		Designated sectors	Outside designated sectors
Residential building with 1 dwelling unit ¹	\$397,000	Yes	No
Residential building with 2 dwelling units ¹	\$231,000		
Residential building with 3 dwelling units ¹	\$186,000		
Residential building with 4 dwelling units ¹	\$150,000		
Residential building with 5 dwelling units ¹	\$143,000		
Residential building with 6 to 8 dwelling units	\$110,000		
Residential building with 9 dwelling units or more ²	\$109,000		
Mixed-use building with 1 to 8 dwelling units	\$110,000		
Mixed-use building with 9 dwelling units or more ²	\$109,000		
Apartment building with 12 dwelling units or more	\$85,000		
Building that is part of a real-estate complex	\$85,000		

¹ For this type of building, basement dwellings are not considered in the calculation of the number of units or the average property value per dwelling.

² Excluding apartment buildings and buildings that are part of a real-estate complex. An apartment building is a building constructed between 1950 and 1980, with four residential levels or less, a common entrance and no elevator. An apartment building can also have a commercial use in addition to its residential use. A real-estate complex is a group of apartment buildings that are part of the same unit of assessment on the property assessment roll and includes at least 90 dwelling units.

Special assistance to families and for sustainable development

Families with at least one child under 18 who are resident landlords of a building with one, two or three above-ground dwellings are eligible for financial assistance regardless of the value of their property, if it is located in specific sectors designated by the program.

In addition, families who were granted financial assistance under the Ville de Montréal Home Ownership program for an existing building with one, two or three above-ground dwellings are eligible for financial assistance regardless of the value of their property or its location on the territory, if they apply within five years of its purchase.

In all cases, the building must meet all other program requirements.

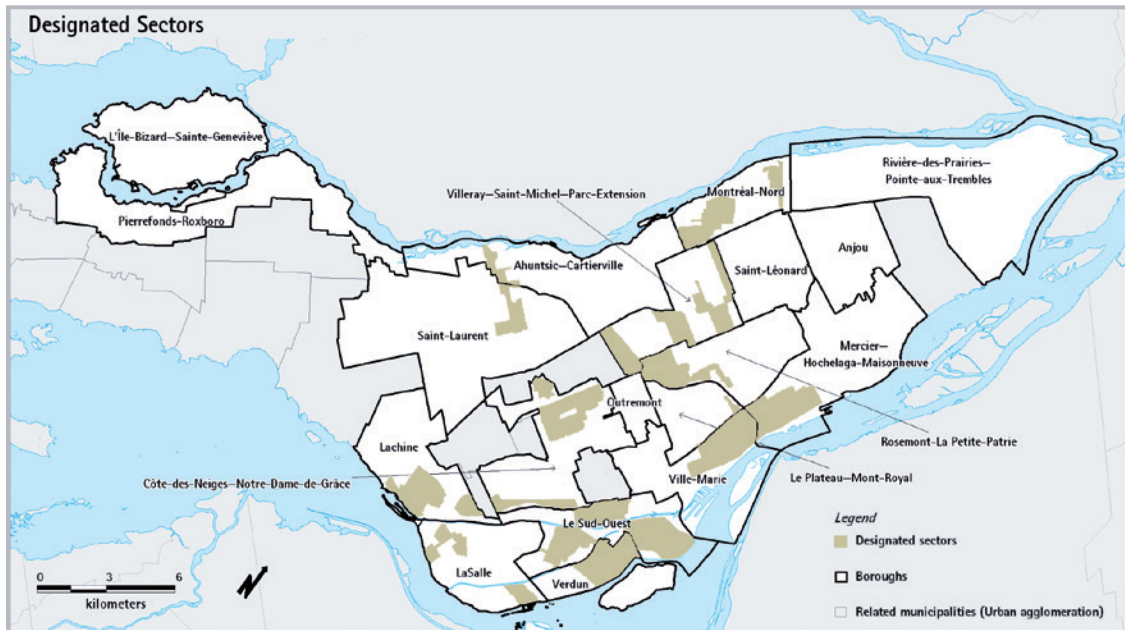
Under an agreement between Hydro-Québec and Ville de Montréal, additional financial aid to owners of residential buildings situated in a designated sector could be available if the work includes measures to increase the building's energy efficiency. Additional information will be given to the applicant once their file is being reviewed.

What types of work are eligible?

- Repair, restoration or replacement work on exterior and interior components in the following categories is eligible: cladding; crown; doors and windows; balconies, staircases and railings; roof; bathroom; kitchen; electrical panel; heating system; finishing of the basement and landscaping of the backyard. The table in the section "What is the amount of financial assistance" provides a few examples of eligible work with the amount granted for each.
- The targeted components must be completely renovated or replaced unless they include elements which do not warrant repair. For instance, work on the windows and doors of one of the facades should result in the replacement of all windows and doors on that facade. Likewise, a bathroom renovation should result in a full update, including the replacement of wall and floor coverings and plumbing fixtures.
- The program encourages owners to restore components with heritage value instead of replacing them.
- For the non-residential section of mixed-use buildings, only work on external components is eligible.
- The owner cannot receive financial assistance from other sources for the same work unless it is to improve the building's energy efficiency or to replace a heating system.

What territory does the program cover?

Designated sectors are shown on the map below. To find out if a building is located in a designated sector, check with borough offices, the Direction de l'habitation at **514 872-4630** or **ville.montreal.qc.ca/housing** under the "Territory" heading.



What is the amount of financial assistance?

Owners are granted a lump sum that varies with the nature of the work. Related project expenses are also considered in the calculation of the amount. Here are a few examples of amounts granted for various types of work: (This is only a partial list; other types of work are also covered under this program.)

VARIOUS TYPES OF WORK	
Exterior components	Work and amount
Cladding	<ul style="list-style-type: none"> To repair or restore a brick cladding: \$63 / m² To rejoin the cladding: \$23 / m²
Doors and windows	<ul style="list-style-type: none"> To replace or restore a main door: \$200 or \$300, depending on the type of door To replace or restore a window: \$160 or \$200, depending on the type of window
Balconies, staircases and railings	<ul style="list-style-type: none"> To repair a staircase: \$30 or \$50 / step, depending on the type of staircase To replace the floor of an existing balcony: \$65 / m² To repair or restore a railing: \$25 or \$38 / linear m, depending on the type of railing
Roof	<ul style="list-style-type: none"> To replace the membrane with white gravel \$23 / m² To replace the membrane with a reflective elastomeric membrane: \$30 / m²
Interior components	Work and amount
Bathroom	<ul style="list-style-type: none"> To fully renovate, including replacing plumbing fixtures: \$1,200
Kitchen	<ul style="list-style-type: none"> To fully renovate, including replacing cupboards, counters, sink and hood: \$275 / linear m of cupboards. Maximum: \$1,650 To partially renovate, including replacing cupboards doors, counters, sink and hood: \$138 / linear m of cupboards. Maximum \$828
Electrical panel	<ul style="list-style-type: none"> To replace the electrical panel (if panel has fuses) in a dwelling or a common area: \$150
Heating	<ul style="list-style-type: none"> To replace a heating device connected to a distribution system: \$800 and more, according to the floor area to be heated To install a complete electrical heating system with individual heaters in a dwelling: \$55 / heater
Basement	<ul style="list-style-type: none"> To add a habitable room: \$50 / m² of floor space. To add a full bathroom: \$1,000
Outdoor landscaping	Work and amount
	<ul style="list-style-type: none"> To replace asphalt surfacing with a vegetation cover: \$8 / m² To build a fence with a height of at least 1,200 millimetres: \$20 / linear m Demolition of an accessory building with a minimum floor area of 14 m²: \$1,050 - \$1,650 depending on the number of storeys

To be eligible, renovation projects must attain a minimum threshold of financial assistance on average per unit, without exceeding the maximum amounts listed in the table below. It is not necessary to carry out work in all the units, but the average is calculated based on the total number of units. The amount is paid in a single instalment at the end of the project.

FINANCIAL ASSISTANCE PARAMETERS			
	Minimum amount of financial assistance required, on average	Maximum amount of financial assistance available, on average	Maximum amount of financial assistance available per building ¹
Eligible residential building with 1 unit (single-family unit) OR eligible residential building with 2 to 5 units without a resident landlord OR eligible residential building with 6 or more units OR eligible mixed-use building	\$1,000 / unit	\$6,000 / unit	The lesser of \$150,000 or 50% of the cost of work
Eligible residential building with 2 to 5 units and a owner / lessor / occupant ²	\$1,875 / unit	\$11,250 / unit	66% of the cost of work

¹ The cost of work includes labour costs and cost of material supplied by the contractor.

² To qualify for the higher level of financial assistance available to owner/ lessor/ occupants, they must be living in the building at the time of final payment approval by the Ville de Montréal.

The program ends when the funds earmarked for it are exhausted.

Are there any specific program requirements?

- The work must be performed by a contractor duly licensed by the Régie du bâtiment du Québec (a general contractor is required when updating a bathroom or kitchen).
- The work must be carried out in accordance with the Construction Code and relevant by-laws.
- The work must be completed within six months of the city's approval.

If the application is accepted, the Ville de Montréal will inform the tenants in writing of the nature and cost of the work to be performed, the amount of financial assistance granted to the owner, and that this amount must be deducted from the cost of work considered when setting rents after the renovations.

N.B. No work should be undertaken before the financial assistance is approved and the required permits are issued, otherwise the financial assistance could be cancelled.

What is the procedure to apply?

The application must be submitted in person at a borough office or at the reception desk of the Direction de l'habitation of the **Ville de Montréal, 303, rue Notre-Dame Est, 4th floor, 514 872-4630**, with a relevant proof of ownership.

The applicant will be given a receipt confirming that the application was handed in. The applicant must complete section 5 of the project evaluation form at the end of the present document or available on the ville.montreal.qc.ca/housing Web site and return it within 60 days to the address provided on the form, otherwise the application will be cancelled without further notice.

Applicants planning on taking advantage of the special assistance available to families should include a birth or adoption certificate for a child under 18 or a document issued by a doctor stating the expected date of birth. If the child lives in shared custody, a document stating that the applicant has legal custody of the child at least 40% of the time should be provided (court judgment, letter signed by both parents or recent fiscal document from the government of Québec or Canada).

The applicant will be asked to provide other documents later in the process.

How much does it cost to apply?

Non-reimbursable application review fees of \$261 plus \$47 per unit, up to a maximum of \$1,253 (including taxes), are required. A first payment of \$261 must be provided at the same time as the completed project estimate form; the balance must be paid before financial assistance is approved.

There are fees of \$35 to recover a cheque refused by a financial institution.

PROJECT EVALUATION FORM

Are you planning to use the program Renovation à la Carte to improve the condition of your building?

Completing this form will help you plan your renovation project, estimate its cost and evaluate its eligibility for financial assistance. Once you are familiar with all program conditions, which you can find in the preceding pages, and have completed all of the following sections, you will be able to determine whether or not you wish to proceed with your application for financial assistance. If you do, you will need to:

1. Return section 5, duly completed and signed, to the address shown;
2. Enclose a cheque in the amount of \$261 as partial payment of the application review fees¹.

You must return the completed form and the cheque within 60 days of the application date. Otherwise your application will be cancelled without further notice.

¹ Non-reimbursable application review fees of \$261 plus \$47 per unit, up to a maximum of \$1,253 (including taxes), are required. A first payment of \$261 must be provided at the same time as the completed project estimate form; the balance must be paid before financial assistance is approved. There are fees of \$35 to recover a cheque refused by a financial institution.

Information

Should you require information about your application, please call **514 872-4630**.

SECTION 1 — Category of building

Circle the letter that corresponds to the category of the building that you want to renovate. The amounts in columns I and II, which correspond to the category of your building, must be copied in line (2), section 2, and in line (5), section 3.

		I	II
		Minimum amount of financial assistance required, on average	Maximum amount of financial assistance available, on average
A	Eligible residential building with 1 unit (single-family unit) OR eligible residential building with 2 to 5 units without a resident landlord OR eligible residential building with 6 or more units OR eligible mixed-use building	\$1,000 / unit	\$6,000 / unit
B	Eligible residential building with 2 to 5 units and a owner / lessor / occupant	\$1,875 / unit	\$11,250 / unit

¹ To qualify for the higher level of financial assistance available to owner/ lessor/ occupants, they must be living in the building at the time of final payment approval by the Ville de Montréal

PROJECT EVALUATION FORM

SECTION 2 — Minimum financial assistance required

To be eligible, renovation projects must attain a minimum threshold of financial assistance. You must consider all the residential units in the building when calculating this threshold (including basement units), whether or not they are part of your renovation plans.

$$(1) \underline{\hspace{2cm}} \quad \times \quad (2) \underline{\hspace{2cm}} \quad = \quad (3) \underline{\hspace{2cm}}$$

Number of units Amount in column I of section 1 Minimum financial assistance required

N.B. Amounts provided for the renovation of “roofs” and “outdoor landscaping” are not taken into account when calculating the minimum financial assistance required.

SECTION 3 — Maximum amount of financial assistance

The amount of financial assistance granted may not exceed certain maximum amounts. You must consider all the units in the building when calculating this limit (including basement units), whether or not they are part of your renovation plans, as well as the category of your building.

$$(4) \underline{\hspace{2cm}} \quad \times \quad (5) \underline{\hspace{2cm}} \quad = \quad (6) \underline{\hspace{2cm}}$$

Number of units (same as line 1) Amount in column II of section 1

OR

Building category A: (7) \$150,000
Building category B: (8) \$56,250

Indicate the lesser between the amount in line 6 and, depending on the building category, the amount in line (7) or (8):

$$(9) \underline{\hspace{2cm}}$$

Please note that at the end of the project, financial assistance cannot exceed 50% or 66% of the contractor’s final invoice and eligible related expenses, depending on whether it is a category A or B building.

Please refer to the Financial Assistance Parameters table to find out the percentage that applies to your category of building.

PROJECT EVALUATION FORM

SECTION 4 — Financial assistance calculation and project eligibility evaluation

From the list of eligible work, select the items that you want to include in your renovation project. To simplify the exercise, do not include in your calculations any commercial spaces located in your building.

A) List of Eligible Work and Corresponding Amounts

EXTERIOR COMPONENTS		
1. Cladding and crown		
1.1	\$63 / m ²	to repair or restore a brick cladding, including lintels and aprons
1.2	\$200 / m ²	to repair or restore a natural stone cladding, including lintels and aprons
1.3	\$16 / m ²	to repair or restore a non-masonry cladding
1.4	\$5 / m ²	to insulate a wall during repairs to exterior cladding
1.5	\$23 / m ²	to repoint the cladding
1.6	\$63 / m ²	in addition to the amount provided for in item 1.1 or 1.2 , to rebuild a brick or stone surface with a play of colours, geometric patterns or relief
1.7	\$70 each	to replace a lintel made of stone, concrete, brick or steel
1.8	\$50 each	to replace a stone or concrete apron
1.9	\$83 / m ²	to repair or restore a crown
1.10	\$15 / m ²	for the finishing under the roof extension or the roof of a balcony
2. Doors and windows		
2.1	\$160 each	to replace a sliding window
2.2	\$200 each	to replace or restore an existing window by a window with moving parts (other than a sliding window)
2.3	\$100 / m ²	to replace a show window or a glazed lateral panel
2.4	\$200 each	to replace or restore a main door (door and frame)
2.5	\$200 each	to replace or restore a secondary door (door and frame)
2.6	\$300 each	to replace or restore a main door with a transom (door and frame)
2.7	\$315 each	to replace a commercial aluminium door
2.8	\$260 each	to replace or restore a patio door
2.9	\$335 each	to install a patio door in an existing opening that must be enlarged
3. Balconies, stairs and railings		
3.1	\$65 / m ²	to replace the floor, soffit and fascias of an existing balcony
3.2	\$38 / lin. m	to replace or restore a curved metal railing
3.3	\$25 / lin. m	to replace or restore a railing other than a curved metal one
3.4	\$30 each	per step to replace an existing staircase by a metal staircase
3.5	\$50 each	per step to repair an ornamental staircase with carved stringers
4. Roof		
4.1	\$0 / m ²	No longer available
4.2	\$10 / m ²	to replace roof shingles
4.3	\$15 / m ²	to replace shingles on decorative components (ie mansard, roof ridge)
4.4	\$23 / m ²	to replace the membrane with white gravel
4.5	\$30 / m ²	to replace the membrane with a reflective elastomeric membrane

PROJECT EVALUATION FORM

INTERIOR COMPONENTS		
5. Kitchen		
5.1	\$275 / lin. m	for cupboards in a complete renovation, without exceeding 6 linear meters of cabinets per kitchen
5.2	\$138 / lin. m	for cupboards in a partial renovation, without exceeding 6 linear meters of cabinets per kitchen
6. Bathroom		
6.1	\$1,200	for the complete renovation of a bathroom
7. Electricity, heating and mechanical system		
7.1	\$150 each	to replace an electrical panel (if panel has fuses)
7.2	\$55 each	per device to install a complete electrical heating system that uses individual heaters (financial assistance not available if heating system is already electric)
7.3	<p>To replace a heating device connected to a distribution system, the estimate is based on the area to be heated:</p> <ul style="list-style-type: none"> • 150 m² or less: \$800 • From 151 m² to 1,500 m²: $\frac{\text{Area to be heated}}{\text{m}^2} - 150 \text{ m}^2 = (\frac{\text{Area to be heated}}{45} \text{ m}^2 \div 45) \times \\$100 + \\$800 = \\$ \text{_____}$ • Over 1,500 m²: $\frac{\text{Area to be heated}}{\text{m}^2} - 1,500 \text{ m}^2 = (\frac{\text{Area to be heated}}{45} \text{ m}^2 \div 45) \times \\$30 + \\$3,800 = \\$ \text{_____}$ 	
7.4	\$100	per floor for the construction of a shaft with roof exhaust
7.5	\$85 each	per floor for the addition of a rainwater pipe
7.6	\$6 / m ²	for the insulation of a crawl space
7.7	\$100	for the installation of a backwater valve connected to the sewer
8. Finishing the basement of the ground floor unit		
8.1	\$50 / m ² of floor space	to add a habitable room
8.2	\$1,000	to add a full bathroom
8.3	\$500	to add a powder room
8.4	\$320	to add a laundry room
Only one of these two items can be selected for the same building		
OUTDOOR LANDSCAPING		
9. Backyard		
9.1	\$8 / m ²	to replace asphalt surfacing with a vegetation cover
9.2	\$50 / m ²	to replace a concrete slab-on-grade with a vegetation cover
9.3	\$20 / lin. m	to build a fence with a height of at least 1,200 millimetres
9.4	\$1,050	for the demolition of a single-storey accessory building (minimum floor area of 14 m ²)
9.5	\$1,250	for the demolition of a two-storey accessory building (minimum floor area of 14 m ²)
9.6	\$1,650	for the demolition of an accessory building with three or more storeys (minimum floor area of 14 m ²)

PROJECT EVALUATION FORM

B) Calculation

In the table below, write the number of each work item selected and the corresponding amount. Then write the applicable quantity: depending on the case, it can be a surface (10 m² of brick cladding), a length (5 linear meters of kitchen counter) or a number of units (5 windows). Please note that, in the case of external components that are not roof related, quantities must be indicated according to the facade (front, back, left, right or other, when facing the front of the building). In all other cases, quantities can be entered in the "Quantity-Other" column. You can use the two examples on the following pages to help you complete the table below.

The building components on which work will be performed must be completely renovated or replaced unless they include elements which do not warrant repair. For instance, work on the windows and doors of a facade should result in the replacement of all windows and doors on that facade. Likewise, a bathroom renovation should result in a full update, including the replacement of wall coverings and plumbing fixtures. Floor coverings, woodwork and plastering must be repaired or replaced as needed.

N.B. Amounts provided for the renovation of "roofs" and "outdoor landscaping" are not taken into account when calculating the minimum financial assistance required. For these work items, enter 0 in the column "Amount taken into consideration" and enter the result of the calculation in the column "Total amount".

Work Item Number	Quantity and location					Total	X	Work Item Amount	X	Multi- plication by 1.875 if Category B building	Amount taken into considera- tion	Total amount
	Quantity - Front	Quantity - Left	Quantity - Right	Quantity - Back	Quantity - Other							
							X		X			
							X		X			
							X		X			
							X		X			
							X		X			
							X		X			
										Total	(10)	(11)

C) Project Eligibility

For your project to be eligible for financial assistance, the amount in line (10) must be equal to or greater than the amount in line (3).

(10) _____ > or = (3) _____

Copy the amount from line (10)

Copy the amount from line (3),
"Minimum financial assistance required"

If this is not the case, you can plan additional renovations to make your project eligible for financial assistance.

D) Potential Financial Assistance

(9) _____ or (11) _____

Copy the amount from line (9)

Copy the amount from line (11)

The financial assistance to which you could be entitled if you satisfy all program conditions is the lesser of the two amounts above.

PROJECT EVALUATION FORM

EXAMPLE 1

Mrs. Smith owns a building with 5 units, one of which she occupies as her principal residence and 4 others that she rents out. Her building therefore falls into category B.

Minimum financial assistance required

$$5 \text{ units} \times \$1,875 = \$9,375 \text{ (3)}$$

Maximum amount of financial assistance

$$5 \text{ units} \times \$11,250 = \$56,250 \text{ (6)}$$

She wishes to replace 19 windows (item 2.2), that is 8 on the front facade and 11 on the back facade, and all the doors, that is 12 main doors (item 2.6) and 1 secondary door (item 2.5). The renovation project also includes replacing the roof membrane with a reflective elastomeric membrane (item 4.5).

Work Item Number	Quantity and location					Total	X	Work Item Amount	X	Multipli-cation by 1.875 if Category B building	Amount taken into consid-eration	Total amount
	Quantity – Front	Quantity – Left	Quantity - Right	Quantity – Back	Quantity – Other							
2.2	8			11		19	X	\$200	X	1.875	\$7,125	\$7,125
2.5				1		1	X	\$200	X	1.875	\$375	\$375
2.6	7			5		12	X	\$300	X	1.875	\$6,750	\$6,750
4.5					125	125 m ²	X	\$30	X	1.875	\$0	\$7,031
Total											(10) \$14,250	(11) \$21,281

N.B. Amount provided for the renovation of “roofs” is not taken into account when calculating the minimum financial assistance required.

The project is eligible because the amount in line (10) is greater than the minimum financial assistance required (3), which is \$9,375. The financial assistance could be approximately \$21,281 (11), but must not exceed 66% of the eligible cost of the work carried out (invoice of the contractor who provided labour and material as well as the costs for reviewing the application and obtaining permits).

PROJECT EVALUATION FORM

EXEMPLE 2

Mr. Martinez is owner-lessor of a building with 28 units that falls into category A.

Minimum financial assistance required

28 units X \$1,000 = \$28,000 (3)

Maximum amount of financial assistance

28 units X \$6,000 = \$168,000 (6)

Maximum \$150,000 per building (7)

His renovation project includes replacing the brick cladding (item 1.1), all sliding windows (item 2.1), secondary doors (item 2.5) and the main door, including the show window around it (items 2.3 and 2.7). He will also take this opportunity to renovate all 28 kitchens (item 5.1) and bathrooms (item 6.1) in the building, to replace the electrical panel (item 7.1) in each unit, and to redo the entire ventilation system (item 7.4).

Work Item Number	Quantity and location					Total	X	Work Item Amount	X	Multipli-cation by 1.875 if Category B building	Amount taken into consid-eration	Total amount
	Quantity – Front	Quantity – Left	Quantity – Right	Quantity – Back	Quantity – Other							
1.1	175	145	145	175		640	X	\$63	X	-	\$40,320	\$40,320
2.1	40	44	46	44		174	X	\$160	X	-	\$27,840	\$27,840
2.3	8					8	X	\$100	X	-	\$800	\$800
2.5	7	6	8	7		28	X	\$200	X	-	\$5,600	\$5,600
2.7	1				1	2	X	\$315	X	-	\$630	\$630
5.1					168	168	X	\$275	X	-	\$46,200	\$46,200
6.1					28	28	X	\$1,200	X	-	\$33,600	\$33,600
7.1					28	28	X	\$150		-	\$4,200	\$4,200
7.4					56	56	X	\$100	X	-	\$5,600	\$5,600
Total											(10)	(11)
											\$164,790	\$164,790

The project is eligible because the amount in line (10) is greater than the minimum financial assistance required (3). The financial assistance will however be limited to \$150,000, which is the maximum allowed by the program for this type of building (line (7)).

This document summarizes the By-law concerning municipal subsidies for minor residential renovations [14-037]. Other conditions may apply.

The Ville de Montréal provides other financial assistance programs. Please refer to the documents available in borough offices or consult ville.montreal.qc.ca/housing.

The version of the program terms and conditions found on the ville.montreal.qc.ca/housing web site is the most up-to-date. In case of discrepancy between the version on the web site and another version, whether electronic or printed, the version on the web site will prevail. Furthermore, in case of discrepancy between the present document, the web site or the By-law concerning municipal subsidies for minor residential renovations [14-037], the by-law will prevail.

SECTION 5 — List of work eligible for financial assistance

Name of owner: _____

Home address: _____

Telephone: _____

Address of building to be renovated: _____

Number of units (including basement units): _____ Number of commercial spaces: _____

To complete the following table, copy the information from the table in section 4B.

Work Item Number	Quantity and location						Total	X	Work Item Amount	X	Multipli- cation by 1.875 if Category B building	Amount taken into considera- tion	Total amount
	Quantity – Front	Quantity – Left	Quantity - Right	Quantity – Back	Quantity – Other								
							X		X				
							X		X				
							X		X				
							X		X				
							X		X				
							X		X				
											Total	(10)	(11)

For interior work, indicate on the back of this page the number of each apartment affected by the renovation and the type of work that will be performed in it.

N.B. Amounts provided for the renovation of “roofs” and “outdoor landscaping” are not taken into account when calculating the minimum financial assistance required.

IMPORTANT REMINDER

No work should be undertaken before the financial assistance is approved, the required permits are issued, and you have received written authorization from the Ville de Montréal representative, otherwise financial assistance could be cancelled. The work must be performed by a contractor duly licensed by the Régie du bâtiment du Québec (a general contractor is required when updating a bathroom or kitchen). To qualify for the higher level of financial assistance available to eligible owner/ lessor/ occupants, they must be living in the building at the time of final payment approval by the Ville de Montréal.

Financial assistance is granted according to the terms and conditions of the program and budget availability. Applying for financial assistance is only a preliminary step and does not guarantee that financial assistance will be granted. **Warning:** A false declaration with regards to the number of units may compromise eligibility to the program or the amount of financial assistance that may be granted.

Signature of owner or owner’s representative: _____

Date: _____

Signature of owner or owner’s representative: _____

Date: _____

DETACHABLE PAGE
COPY TO BE COMPLETED AND RETURNED

Please enclose with this form a cheque for \$261 made out to the Ville de Montréal to cover a portion of the application review fees (please do not send cash). Please indicate on the cheque the address of the building concerned. If the Ville de Montréal considers your application eligible, this portion of the review fees will not be refunded.

Applicants planning on taking advantage of the special assistance available to families are reminded to include a birth or adoption certificate for a child aged 18 or under or a document issued by a doctor stating the expected date of birth. If the child lives in shared custody, a document stating that the applicant has legal custody of the child at least 40% of the time should be provided (court judgment, letter signed by both parents or recent fiscal document from the government of Québec or Canada).

Please send this document with the cheque to the following address:

Ville de Montréal
Direction de l'habitation
Renovation à la carte Program
303, rue Notre-Dame Est, 4^e étage
Montréal (Québec) H2Y 3Y8

Notes

This document summarizes the By-law concerning municipal subsidies for minor residential renovations [14-037]. Other conditions may apply.

The Ville de Montréal provides other financial assistance programs. Please refer to the documents available in borough offices or consult ville.montreal.qc.ca/housing.

The version of the program terms and conditions found on the ville.montreal.qc.ca/housing web site is the most up-to-date. In case of discrepancy between the version on the web site and another version, whether electronic or printed, the version on the web site will prevail. Furthermore, in case of discrepancy between the present document, the web site or the By-law concerning municipal subsidies for minor residential renovations [14-037], the by-law will prevail.