

# URBAN PLANNING INFO SHEET

## DISCRETIONARY REGULATORY TOOLS IN URBAN PLANNING

# EXEMPTION CONVERSION OF IMMOVABLES TO DIVIDED CO-OWNERSHIP

THE **CONVERSION** OF RESIDENTIAL RENTAL PROPERTIES TO **DIVIDED CO-OWNERSHIP** IS REGULATED BY THE **ACT RESPECTING THE RÉGIE DU LOGEMENT DU QUÉBEC** AND THE **BY-LAW CONCERNING THE CONVERSION OF IMMOVABLES TO DIVIDED CO-OWNERSHIP OF THE BOROUGH**. THE CONVERSION OF AN IMMOVABLE TO DIVIDED CO-OWNERSHIP IS NOT PERMITTED UNLESS AN **EXEMPTION** IS GRANTED BY THE **BOROUGH COUNCIL**, AND IS ALWAYS SUBJECT TO **PRIOR AUTHORIZATION** TO CONVERT BY THE **RÉGIE DU LOGEMENT** IN ACCORDANCE WITH THE ACT RESPECTING THE RÉGIE DU LOGEMENT.

## ELIGIBLE EXEMPTION APPLICATIONS

- Building with two (2) dwelling units, one of which is occupied by the landlord at the time the application is submitted
- Building in which all dwelling units are used for non-residential purposes

## CONDITIONS

- Landlords who wish to convert their property to divided co-ownership must provide each tenant with notice of their intent, which must conform to the model provided by the Régie du logement.

- The full application must be completed and submitted within 6 months of the date on which the notice of intent, which notifies the tenant of the landlord's intention to convert the property to divided co-ownership, is received.
- If applicable, a minimum period of 5 years must elapse between the date the conversion permit is issued to reduce the number of dwelling units in the building to two and the date the application is submitted by the landlord.

## GLOSSARY

- **Co-ownership:** the property is jointly owned by two or more people.
- **Divided co-ownership:** some parts of the property are exclusively owned by individual owners, while other parts are their common property.
- **Undivided co-ownership:** the property as a whole belongs jointly to all the owners, and no part of it is exclusively owned by any of them.

Source: Régie du logement website.

## LEGAL FRAMEWORK AND FORMS

- *By-law concerning the conversion of immovables to divided co-ownership*
- *Application to convert an immovable to divided co-ownership — pages 3 and 4*
- *By-law concerning fees*
- *Notice of intent — Régie du logement*

This info sheet was designed to facilitate understanding of the application procedure and is a summary of the By-law concerning the conversion of immovables to divided co-ownership ( R.R.V.M C.C-11) of the borough of Côte-des-Neiges–Notre-Dame-de-Grâce. In case of any discrepancy, the by-law will prevail.

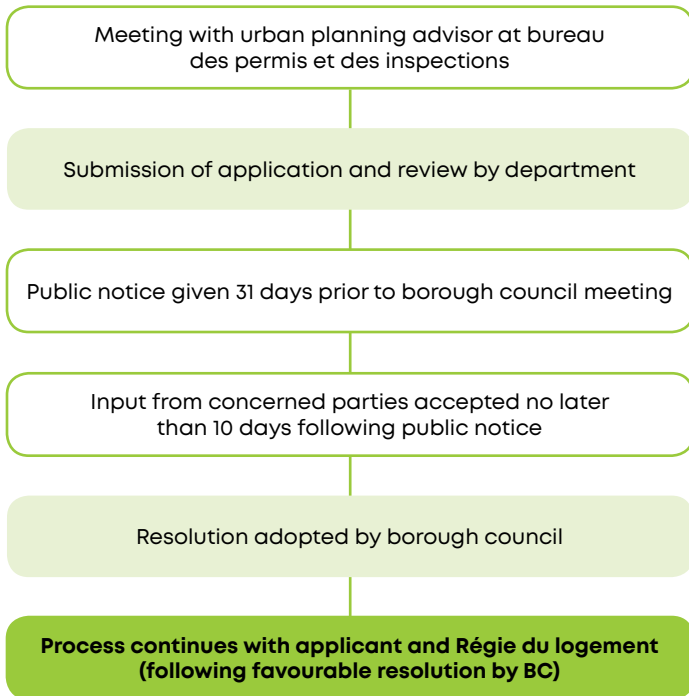
# URBAN PLANNING INFO SHEET

## DISCRETIONARY REGULATORY TOOLS IN URBAN PLANNING

### APPLICATION PROCEDURE

#### PROCESSING THE APPLICATION

Processing and review time is generally **two (2) to three (3) months** from the date the required documents are received and the applicable fees paid.



Department: Direction de l'aménagement urbain et des services aux entreprises

BC: Borough council

#### AVIS PRÉLIMINAIRE

Nous vous recommandons d'effectuer une demande d'avis préliminaire afin de vérifier la conformité de la demande aux grandes orientations, aux plans et aux stratégies de la Ville, puis d'obtenir un avis du Comité consultatif d'urbanisme (CCU). Pour plus d'information sur cette procédure, consultez la fiche urbanisme relative à une demande d'avis préliminaire.

#### FOR MORE INFORMATION – CONTACT DETAILS

**Borough of Côte-des-Neiges–Notre-Dame-de-Grâce**  
Direction de l'aménagement urbain et des services aux entreprises  
Division des permis et des inspections  
5160 Boulevard Décarie, Bureau 865

#### OFFICE HOURS

Monday, Tuesday, Thursday and Friday: 8:30 a.m. to noon and 1:30 p.m. to 4:30 p.m.  
Wednesday: 1:30 p.m. to 4:30 p.m.

#### ADDITIONAL INFORMATION

Due to regulatory requirements, no information will be provided over the telephone. Citizens are invited to visit the permits and inspections desk at least one hour prior to closing.

If applicable, when visiting the permits and inspections desk, it is possible to make an appointment with a professional to obtain further information about your proposal within 10 days after the request is submitted.

This info sheet was designed to facilitate understanding of the application procedure and is a summary of the By-law concerning the conversion of immovables to divided co-ownership (R.R.V.M C.C.-11) of the borough of Côte-des-Neiges–Notre-Dame-de-Grâce. In case of any discrepancy, the by-law will prevail.

## APPLICATION TO CONVERT AN IMMOVABLE TO DIVIDED CO-OWNERSHIP

Email address .....

Address (or lot number) .....

☐ Building in which all dwelling units are used for non-residential purposes

# APPLICATION FORM

## APPLICATION TO CONVERT AN IMMOVABLE TO DIVIDED CO-OWNERSHIP

### REQUIRED DOCUMENTS AND INFORMATION

- ☐ the duly completed and signed application form (both sides)
- ☐ payment of applicable fees
- ☐ proof of residence for each owner (for example, a photocopy of a driver's licence or a Hydro-Québec or Bell bill showing your address)
- ☐ a power of attorney signed by the owner (if the applicant is different from the owner, and if the owner has not signed this application)
- ☐ a document outlining the reasons for the application and a description of occupants (see pages 3 and 4 of this form)
- ☐ a document indicating the date on which the notice of intent provided to each tenant was received

For a thorough evaluation of the application, additional documents or information may be required.

NAMES AND ADDRESSES OF OCCUPANTS			RENT DECLARATION		
Address of dwelling unit (all dwelling units in the building must be listed)		Current or most recent occupant	Number of rooms	Gross monthly rent	Included appliances and utilities
N°	Street	Last name		\$	<input type="checkbox"/> Heat <input type="checkbox"/> Hot water <input type="checkbox"/> Electricity <input type="checkbox"/> Refrigerator <input type="checkbox"/> Stove
Apt.	Postal code	First name		Date	
N°	Street	Last name		\$	<input type="checkbox"/> Heat <input type="checkbox"/> Hot water <input type="checkbox"/> Electricity <input type="checkbox"/> Refrigerator <input type="checkbox"/> Stove
Apt.	Postal code	First name		Date	

.....  
Name of urban planning advisor consulted  
*Division des permis et des inspections*

.....  
Name of professional who processed application  
for preliminary review (if applicable)  
*Division urbanisme*

#### Declaration:

*I, the undersigned, declare that the above information is true and complete and agree to comply with the provisions of the current regulations.*

.....  
SIGNATURE

DATE