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# Housing Programs Housing and Social Services Department Kingston-Frontenac Renovates Program 2025 Application Form

## **Before completing this Application, please read the following carefully:**

1. Before you complete the application form, please carefully read the “Kingston-Frontenac Renovates Program Guidelines and Requirements” on our website which describes the household eligibility criteria, home repair eligibility, application and selection, and the terms and conditions of funding.
2. You may attach additional pages if you need more space to answer the questions and provide the information requested in this application.
3. Please review your application thoroughly to ensure that you have included all of the required documentation along with the completed application form. Use the checklist on page 2, which outlines all of the additional documentation required for your application to be considered complete. Incomplete applications will not be considered.
4. All eligible applications will be considered and approved on a first-come, first-serve basis. Applicants will not be placed in a first-come, first-serve order until all required information and documentation is provided.
5. Loan agreements over \$5,000 will be registered on title of the property.
6. Households that received Kingston-Frontenac Renovates funding twice in the past are not eligible for funding. Homes bought with assistance from the Home Ownership Program are not eligible for funding.
7. All information submitted as part of an application will be treated as confidential. Disclosure will only be in accordance with the release of information signed by the applicant and/or in keeping with the *Municipal Freedom of Information and Privacy Act*.
8. Completed applications and supporting documentation will be accepted and processed during regular business hours, which are Monday to Friday from 8:30a.m. – 4:30p.m. (excluding statutory holidays).
9. **Applicants can expect to hear back about their application within two weeks.**

## Application Checklist

**Please use this page to ensure that your application is complete for submission. This page outlines all of the additional documentation required for your application to be considered.**

Proof of status in Canada for all homeowners. Please attach one of the documents listed below.

- Canadian birth certificate
- Canadian passport
- Canadian Citizenship Card
- Religious records (e.g., Baptismal certificate) if born in Canada and noted on the record
- Notice of Birth Registration or Statement of Live Birth from Canadian provincial entity responsible for birth registration
- Indian Status Card
- Native band records
- Permanent Resident Card
- Convention Refugee/ Protected Person/ Refugee Claimant status document

Do **not** supply original documents – please photocopy or scan both sides of the document. Health cards, driver's licence, or SIN cards cannot be used for ID.

2024 or 2023 Notice of Assessment (NOA) for all homeowners. NOA required for all adult household members 18 years of age or older who contribute to the household finances.

Copies of the two most recent months bank statements for all accounts. This includes chequing, savings, TFSA, FHSA, and non-registered investments. Registered investments (e.g., RESP, RRSP, RIF) are excluded.

Copy of your property's current Municipal Property Assessment Corporation (MPAC) statement. Please visit <https://www.aboutmyproperty.ca/> to access your property's statement.

Copy of mortgage document and proof that payment is current. If there's no mortgage on the home, then a payout/discharge statement or letter from your original lender is required.

Copy of house insurance policy and proof that payment is current.

Copy of most recent property tax statement and proof that payment is current.

Completed application form.

**NOTE:** If for some specific reason you are not able to provide one of the documents listed above **OR** if you have any questions about the application form and/or process, please contact the Housing Department at [housing@cityofkingston.ca](mailto:housing@cityofkingston.ca) or by phone at 613-546-2695 ext. 4949/ 4836.

**SECTION 1: Household Information – Include All Members of the Household****Address of the Home – the home must be the primary residence of the homeowner(s)**

Number: \_\_\_\_\_ Street: \_\_\_\_\_  
 City or Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Homeowner (Primary Owner) – the main applicant and point of contact for this application**

First Name:	Last Name:
Date of Birth (mm/dd/yyyy):	Email:
Phone Number:	Alternate Phone Number:
Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Refugee Claimant	

**Homeowner (Secondary Owner)**

First Name:	Last Name:
Date of Birth (mm/dd/yyyy):	Email:
Phone Number:	Alternate Phone Number:
Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Refugee Claimant	

**Homeowner (Third Owner)**

First Name:	Last Name:
Date of Birth (mm/dd/yyyy):	Email:
Phone Number:	Alternate Phone Number:
Status in Canada: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Refugee Claimant	

**Other Household Members**

Refers to all additional people living at this address but are not listed above. Please add an additional page to this document if required.

Full Name	Date of Birth (mm/dd/yyyy)	Relationship to Applicant

**Required Documentation to Attach for Section 1:**

Copy of proof of status in Canada (ID) for all homeowners (e.g., passport, birth certificate, statement of live birth, permanent resident card, refugee claimant document).

**SECTION 2: Project Information**

**Previous Loan Assistance**

Has this home received previous Government funding? Examples include the Kingston-Frontenac Renovates Program (KFRP), the Home Ownership Program (HOP), Renovation and Repair Assistance Program (RRAP), or other.  Yes  No

If yes, please name the program type, date it was approved, and the funding amount below.

Name: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Funding Amount: \$ \_\_\_\_\_

**Property Description**

Semi-Detached  Detached  Townhouse or Row House  
 Other (Please describe): \_\_\_\_\_

Age of House:	Approximate Value of House: \$
Number of Bedrooms:	House Size: <input type="checkbox"/> 1-Storey <input type="checkbox"/> 2-Storey <input type="checkbox"/> 3-Storey

Is there a Lien on the house?  Yes  No (the City will do a Title Search)  
Are Property Taxes up to date?  Yes  No (verification required)  
Is there a Mortgage on the home?  Yes  No (verification required)  
Are mortgage payments current?  Yes  No  NA  
Is there House insurance on the home?  Yes  No (verification required)  
Are insurance payments current?  Yes  No (verification required)

**Type of Work Required – select all that apply**

Electrical  Fire Safety  Heating  Plumbing  Septic/Well water drilling  
 Structural  Overcrowded  Accessibility  Other – Please Specify: \_\_\_\_\_

**Please provide a brief description of the required work:**

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**Required Documentation to Attach for Section 2:**

Copies of the following: current Municipal Property Assessment Corporation (MPAC) statement, mortgage document and proof that payment is current, house insurance policy and proof that payment is current, property tax statement and proof that payment is current.

**SECTION 3: Income Information**

Personal information is collected in order to determine your eligibility for financial assistance. Information collected is considered confidential and will only be shared and discussed with relevant agencies or individuals to determine your eligibility for financial assistance.

Total Household Income	Gross Income Amount Per Year
<b>Homeowner (#1)</b> – Attach a copy of your most recent Notice of Assessment (NOA) from the Canada Revenue Agency. Other forms of income verification may be requested.	\$
<b>Homeowner (#2)</b> – Attach a copy of your most recent Notice of Assessment (NOA) from the Canada Revenue Agency. Other forms of income verification may be requested.	\$
<b>Homeowner (#3)</b> – Attach a copy of your most recent Notice of Assessment (NOA) from the Canada Revenue Agency. Other forms of income verification may be requested.	\$
<b>Adult Household Member</b> - Attach a copy of your most recent Notice of Assessment (NOA) from the Canada Revenue Agency <u>only</u> if this member financially contributes to the household finances. Other forms of income verification may be requested.	\$

Do any of the homeowner(s) listed above have any non-registered investments, savings and TFSA accounts, etc.?  Yes  No If yes, how much? \$ \_\_\_\_\_

Do any of the homeowners listed above currently own or have any vested interest in any other property or assets (e.g., cottage, another home, recreational vehicles, etc.)?

Yes  No If yes, what do you own? \_\_\_\_\_  
Approximate total value: \$ \_\_\_\_\_

Has the Homeowner or other Homeowners applied for bankruptcy, are currently applying for bankruptcy, or currently have an active bankruptcy file?  Yes  No

**Required Documentation to Attach for Section 3:**

Copies of the following: current Notice of Assessment (NOA) for all homeowners and those 18 years of age or older who financially contribute to the household finances, and copies of the two most recent months bank statements from all bank accounts, including investments and TFSA.

## SECTION 4: Applicant Declaration

**I/we the homeowner(s),**

- a) I/we hereby confirm that I/we are the owners of the house and property located at \_\_\_\_\_  
and that no other person is an owner.
- b) I/we hereby grant permission to City of Kingston, Housing Department to make any necessary inquiries to verify my/our income, assets, liabilities and credit information.
- c) I/we hereby acknowledge that if my/our funding application is accepted I/we cannot claim the repairs costs for any Provincial tax rebate programs.
- d) I/we hereby certify that all information contained in this application, including income, is true and complete in every respect.
- e) I/we acknowledge that in the event that a false declaration is knowingly made, the City of Kingston shall have the right to cancel the approval and recover any paid-out funds.
- f) All information submitted as part of the application will be treated as confidential. Disclosure will be as required for the administration of this Kingston-Frontenac Renovates Program and/or in accordance with release of information signed by the applicant(s) and/or in keeping with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Freedom of Information and Protection of Privacy Act* (FIPPA), as well as the *Personal Information Protection and Electronic Documents Act* (PIPEDA), and all other applicable privacy law.
- g) I/We hereby release The City of Kingston and any employee, officer, agent or contractor from any liability or claim arising from the collection, storage, use or dissemination of any information received or collected.
- h) I/We hereby consent to the release of information to an authorized representative of The Corporation of the City of Kingston for the purpose of determining initial and ongoing eligibility for the Kingston-Frontenac Renovates Program.
- i) I/We hereby consent to an authorized representative of The Corporation of the City of Kingston disclosing personal information about me, my spouse or partner, and any dependents included in my/our household for the purpose of determining initial and ongoing eligibility for the Kingston-Frontenac Renovates Program.
- j) I/we have read the Kingston-Frontenac Renovates Program Guidelines and Requirements and understand the program rules and eligibility requirements.

Primary Homeowner Name (print): _____	
Primary Homeowner Signature: _____	Date: _____
Secondary Homeowner Name (print): _____	
Secondary Homeowner Signature: _____	Date: _____
Third Homeowner Name (print): _____	
Third Homeowner Signature: _____	Date: _____

<b>Program Contact Information</b>	
Email: <a href="mailto:housing@cityofkingston.ca">housing@cityofkingston.ca</a>	Phone: 613-546-2695 ext. 4949/ 4836
<b>Submit completed applications to:</b>	
Mail:	Attention: Kingston-Frontenac Renovates Program Housing and Social Services 362 Montreal St. Kingston, ON K7K 3H5
Hand Deliver:	Main Reception on second floor at 362 Montreal Street, Kingston, ON
MyKingston Account: Login or sign-up for a MyKingston account and upload the completed pdf form and all of the additional supporting information through the <a href="#">Housing Programs intake form</a> .	
Program website: <a href="https://www.cityofkingston.ca/community-supports/housing-and-homelessness/affordable-housing-programs/">https://www.cityofkingston.ca/community-supports/housing-and-homelessness/affordable-housing-programs/</a>	
To speed up the process, please ensure you send a complete application. We will not start until we have all of the required documentation. Applicants can expect to hear back about their application within two weeks.	