



## Pre-Application

Welcome to the City of Toronto's Home Energy Loan Program (HELP). The purpose of the *Pre-Application* is to provide pre-qualification for HELP funding for you to make energy and water efficiency improvements to your property. For fast pre-qualification, please complete the following form and submit it to the City. Further instruction on how to submit this application is found below.

Additional information about HELP can be found on the City's website by visiting [livegreentoronto.ca](http://livegreentoronto.ca). Any questions you may have can be directed to the HELP Program Manager by e-mailing [homeenergyloan@toronto.ca](mailto:homeenergyloan@toronto.ca) or by calling 416-392-6063.

### What's Next?

Upon receipt of your completed *Pre-Application*, the Program Manager will review your form to determine your property's eligibility based on the following:

- Property type, location and verification of property ownership
- Status of your property tax and utility bill payments
- Mortgage lender consent (if applicable)

After successful completion of the review, if you qualify, the Program Manager will provide you with a Notice to Proceed letter that identifies:

- The maximum eligible funding amount for your project
- A HELP file reference number for tracking your application as you proceed
- Information for contacting an Enbridge-approved Certified Energy Advisor to arrange for a Pre-Retrofit Home Energy Assessment, the cost of which is not eligible for re-imbusement under this Program

### How to submit the Pre-Application

Mail a hardcopy of this form to:

Program Manager  
Home Energy Loan Program  
City of Toronto,  
Environment & Energy Division  
55 John Street, 2<sup>nd</sup> Floor  
Toronto, ON  
M5V 3C6

or Fax the form to:

416-392-1456\*  
Attention:  
Program Manager,  
Home Energy Loan Program

\*Sending personal information by fax is not a secure means of transmission.

## Pre-Application

<b>A - APPLICANT INFORMATION</b>				
<b>i. Applicant Primary Contact</b>				
The person to whom all communication (i.e. letters, e-mails), including any legal notices under the Property Owner Agreement with the City, will be directed.				
Name of Primary Contact (First, Last):				
Mailing Street Address:				
City:			Postal Code:	
E-mail address:				
Telephone Number:				
Relationship to Property:	owner	manager	tenant	other (specify)
Preferred method of communication:	phone	e-mail	mail	

<b>A - APPLICANT INFORMATION</b>	
<b>ii. Legal Name(s) of Property Owner(s)</b>	
Please identify all property owners listed on the registered title for the property. All registered owners of the home must be identified in this section and consent to participate in HELP.	
Name of Property Owner 1:	
Name of Property Owner 2:	
Name of Property Owner 3:	

## Pre-Application

### B - PROPERTY INFORMATION

#### i. Property Identifying Information (the "Property")

Only Properties located within the boundary of the City of Toronto and within eligible neighbourhoods can participate in HELP. As a pilot program, funding may be limited to certain postal code areas across the City. Condominiums are not currently eligible.

Please identify the Property you are interested in making more energy and water efficient.

Property Street Address:

City:

Postal Code:

Assessment  
Roll No.\*:

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\* You can find your assessment roll number by looking at the top left corner of your property tax bill. Provide the first 15 digits only.



### B - PROPERTY INFORMATION

#### ii. Property Type

What best describes your Property (check one):

<input type="checkbox"/>	Fully Detached		
<input type="checkbox"/>	Semi-detached		
<input type="checkbox"/>	Townhouse		
<input type="checkbox"/>	Multi-unit low-rise building	# of units	
<input type="checkbox"/>	High-rise apartment building	# of units	

## Pre-Application

### B - PROPERTY INFORMATION

#### iii. Utility Information

What is the primary fuel used to heat the Property?

Natural gas	Electricity	Oil	Other (specify)
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Who pays the utility bills for the Property? (Check all that apply)

	Owner	Tenant	Third Party (i.e. mortgage lender)
Natural gas bill			
Electricity bill			
Water bill			

### C - MORTGAGE LENDER CONSENT

Properties that are subject to a mortgage(s) will require the property owner(s) to obtain written consent from all mortgage lenders prior to participating in HELP. If you have a mortgage, a *Lender Acknowledgement & Consent Letter and Form* will be provided to you by the City. This form must be presented to the lender(s) with whom your mortgage(s) is registered for consideration. The completed form will form part of this *Pre-Application* and is incorporated into this *Pre-Application*.

A sample of these documents can be found [here](#).

Is the Property subject to a mortgage?	Yes	No
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If "yes", then list the lenders(s) holding these mortgages:

Name of Lender 1:	
Name of Lender 2:	

**Note:** Failure to obtain written consent from all mortgage lender(s) could result in the property owner breaching a mortgage obligation with the lender. The City is not responsible or liable for such an outcome.

## Pre-Application

### D - PROJECT STATUS

Help us to better understand the status of your project (check all that apply):

Project Status	Check (✓)
Not sure what improvements to complete/Early stage of exploring options	
Have a very specific set of desired energy improvements	
Have already completed the Pre-Retrofit Home Energy Assessment that the City requires for the program	
Have identified what contractor(s) who will implement the improvements	
Have developed a detailed scope of work for my project	
Have identified the rebates and incentives that are applicable to my project (local utility companies and others offer a number of incentives and rebates that support home energy improvements)	
Have approached my mortgage lender to discuss participation in the Program	
Have already obtained written mortgage lender consent for participation in the Program	
Have secured the necessary financing to pay for my project	

### E - HOW DID YOU HEAR ABOUT HELP?

How did you first hear about the City of Toronto's Home Energy Loan Program?

City of Toronto/ Live Green Toronto websites	Energy Advisor
Enbridge Gas/Toronto Hydro	Home Renovation Contractor
Community Group	Social media (i.e. Facebook, Twitter)
Neighbour/Family/Friend	City staff
Event	Other (please specify)

## Pre-Application

### F - PROPERTY OWNER(S) SIGNATURE(S)

I/We the undersigned Property Owner(s) hereby:

- Attest that all the information submitted as part of this application is truthful and accurate;
- Give permission to the person named as the Applicant Primary Contact in this application to engage with the HELP Program Manager and/or other City staff on our behalf;
- Have read and understand the HELP Homeowner Guide and consent to the participation of the Property in the Program; and
- Understand and agree that any funding received under HELP will be repaid to the City by payment of a special charge added to the Property's tax account by the City.

Property Owner 1 Name (printed)	Property Owner 1 Signature	Date
Property Owner 2 Name (printed)	Property Owner 2 Signature	Date
Property Owner 3 Name (printed)	Property Owner 3 Signature	Date

The personal information on this form is collected under the authority of City of Toronto Act, 2006, Ontario Regulation 596/06, City of Toronto Act, 2006, S.O. 2006, Chapter 11, Schedule A, S. 136 (c) and City Council decision EX33.22 on July 16-19, 2013. Information collected will be used by City Divisions to assess and qualify Properties for the Program; followed by subsequent communication with the Applicant Primary Contact in order to access Program funding. Questions about this collection can be directed to the Supervisor, Environment Policy, 55 John Street, 2<sup>nd</sup> Floor, Toronto, Ontario, M5V 3C6 or by phone at 416-392-6063.