

PROPERTY IMPROVEMENT PROGRAM (PIP) 2017
RENTAL PROPERTY OWNERS

West Broadway Community Organization is providing small exterior fix-up grants for **rental property owners** with self-contained units in West Broadway neighbourhood. The purpose of the Property Improvement Program is to encourage Rental property owners to make major improvements to the exterior of the house and land. These types of housing improvements increase the longevity of an aging housing stock, retain historical character of the houses, enhance streetscape beautification, and foster sustainability through energy efficiency measures. As a part of West Broadway Community Organization's neighbourhood revitalization strategy, property improvements of this nature attract further social, economic and community reinvestment.

Please read the *Property Improvement Program* Guidelines **carefully below.**

Rental property owner ELIGIBILITY GUIDELINES

- If the property you are applying for is your principal residence, you are eligible for only one grant under rental property owner category.
- The Program targets only **exterior improvements** to the house and land.
- The Program will **cost share 50/50** on a project with a rental property owner.
- Rental property owner will receive up to **\$500** per self-contained unit to a maximum grant of **\$2,500**.
- If the property is the homeowner's primary residence, they will receive the base grant of up to \$1500; plus \$500 for each additional unit, to a maximum of \$2500. For example, if an applicant owns a duplex- they are eligible to receive \$2,000.
- If the rental property is a single-family house, it will be eligible for a maximum grant of \$1,000 toward a total project cost of at least \$2,000 to qualify.
- Rental property owners must obtain **two estimates** from contractors or from building material retailers.
- Please fill out the **Application Form on Page 3** and return it with two estimates from contractors or from building material retailers. If you do not have any estimates or only one estimate, please submit the Application Form along with a written request for an extension.
- Preference will be given to **first time applicants**.
- Apartment blocks do not qualify
- **Rental property owners must receive approval from WBCO before starting the project.**

General Guides:

- Projects must be completed by the **March 31st, 2018 deadline**. Late projects will be reviewed for extensions and/or may be disqualified.
- When a rental property owner chooses a **different contractor** from those submitted with the application, the rental property owner must contact WBCO with pertinent information before approval.
- The Program encourages rental property owners to hire local trades-people.
- The Project must adhere to City of Winnipeg Building Codes and Standards. Please consult with the City of Winnipeg for information on Building Codes, Standards and Permits.
- Hiring family members and relatives is prohibited unless they are a licensed contractor.

- The program does not cover the cost of existing raw building materials or renting or purchasing equipment.
- The program does not cover the cost of extensive interior renovation projects such as electrical, plumbing, structural, mechanical, flooring, carpet. Any non-attached buildings or appendages on the property such as fire escapes, garages, and foundations are not eligible.
- For details on available government funding for housing and energy efficiency improvements, Rental owners are encouraged to contact:
 - Manitoba Hydro's Low Income Energy Efficiency Program at 204-480-5900
 - Manitoba Housing's Rental Housing Improvement Program at 204-945-5566

Project Inspection Process and Grant Payment Guidelines

- The PIP Inspector will conduct periodic site visits during the stages of the project until completion.
- The PIP Inspector will conduct a final site visit at the completion of the project as a part of the final approval process and rental property owners must submit **paid invoice(s) or receipt(s)** that indicate the work has been paid for in full.
- Rental property owners will be contacted with the results of the grant approval by mail, telephone or in-person.
- WBCO reserves the right to refuse a PIP grant based on false claims made by the rental property owner to the program.

IMPORTANT NOTE:

- If this property is operating as a rooming house (shared kitchens or bathrooms), please make a request for a **Rooming House operator Application Form**.
- If you have any questions, or want more information, please call Kelly at 204-774-7201 ext. 2.

Good luck with your project proposal.

PLEASE PRINT

PROPERTY IMPROVEMENT PROGRAM (PIP) 2017
RENTAL PROPERTY OWNER APPLICATION FORM Date: _____

Rental property owner name: _____ Property Address: _____
(Name of the registered and legal property owner) (One address per application)

Telephone Phone #: _____ Mailing Address: _____
(If address is different from property address)

Rental property owner signature _____

Email: _____

Type of rental property (Circle one): Single Family Duplex Triplex Four-plex Five-plex More than Five-plex

Is this rental property your principal residence? Yes [] No []

(Note: This question must be answered to be eligible for the Program)

CHECK OFF ONE OR MORE OF THE FOLLOWING IMPROVEMENT ITEMS

- 1. PAINT EXTERIOR HOUSE (Low VOC Paint)
2. NEW FENCES (Recycled Lumber - priority)
3. NEW SIDEWALK REPLACEMENT (front only)
4. FRONT STAIRS REPLACEMENT
5. PORCH OR VERANDA REPAIR OR REPLACEMENT
6. MASONRY
7. NEW FRONT DOOR (Energy Star rating)
8. NEW WINDOWS (Energy Star rating)
9. EAVESTROUGH/SOFFIT/FASCIA
10. NEW ROOF
11. SAFETY LIGHTING (installed by an electrical contractor only)
12. LANDSCAPING

Please read and sign as the legal property owner:

It is understood and agreed that if the property is sold by the legal property owner before the minimum of 12 months from time of receiving of the grant (WBCO cheque date), the property owner shall pay back the grant in full before transfer of the legal property title.

It is understood and agreed that if the legal property owner of a rental property applies for rent(s) of above the guideline in accordance with the Province of Manitoba, Residential Tenancy legislation before the minimum of 12 months from the time of receiving of the grant (WBDC cheque date), the legal property owner shall pay back the grant in full.

Legal Property Owner Name (please print)

Legal Property Owner Name (signature)



PLEASE forward this APPLICATION FORM to:
West Broadway Community Organization
608 Broadway
Office Hours: Monday to Thursday,
10:00 a.m. - 4:00 p.m.
For more information contact us at 204 774 7201

