

PROPERTY IMPROVEMENT PROGRAM (PIP) 2019
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 Application

- The program supports **exterior improvements** to the house and land.
- The Program will **cost share 50/50** of the project cost with a rental property owner, up to the maximum grant.
- Rental property owners will receive up to a maximum grant of **\$1,500** for a single-family dwelling, **\$2,000** for a duplex, or **\$2,500** towards a property with three or more self-contained units.
- If the property is the owner's primary residence, they will receive the base grant of up to \$1500; plus \$500 for each additional unit, to a maximum of \$2500.
- In the case above, a project that has no contribution to rental units will be redirected to a homeowner application.
- 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 exemption.
- Preference will be given to **first time applicants**.
- In 2019, applications will be open to apartment blocks for the first time.
- **Applicants must receive approval from WBCO before starting the project.**

Additional Guidelines:

- Projects must be completed by the **November 30th, 2019 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.
- **The granted amount of the project cost shall not be included in an AGI application.** Prior to receiving the grant, approved rental applicants are required sign an RTB release of information form allowing WBCO to share grant information on an AGI application.

Project Inspection Process and Grant Payment

- Prior to application, the property owner may choose to contact WBCO's Housing Coordinator with questions related to eligibility and process.
- The **initial intake** will be open May 17th until June 10th. Upon intake, WBCO will review the type of project, contractor and building material estimates and overall project budget.
- WBCO will notify applicants on the status of their application June 10th through June 14th. If funds are available after the initial intake, further applications will be considered on a case-by-case basis.
- **Homeowners must receive approval from WBCO before starting the project.**
- The PIP Inspector will conduct an initial site visit, and maintain contact during the stages of the project until completion.
- The PIP Inspector will conduct a final site visit upon completion of the project as a part of the final approval process. Property owners must submit **paid invoices or receipts** that indicate the work has been paid for in full.
- Upon completion of the project, final inspection, and submission of paid invoices or receipts, WBCO will mail a reimbursement cheque to the property owner for the approved PIP grant.
- WBCO reserves the right to refuse a PIP grant based on false claims made by the applicant.

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 contact the housing coordinator at housing@westbroadway.mb.ca or call 204-774-7201 ext. 7.

Good luck with your project!

PLEASE PRINT

PROPERTY IMPROVEMENT PROGRAM (PIP) 2019
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.

Legal Property Owner Name (please print)

Legal Property Owner Name (signature)



PLEASE forward this APPLICATION FORM to:
West Broadway Community Organization
545 Broadway
Office Hours: Monday to Thursday,
10:00 a.m. - 4:00 p.m.
For more information contact Housing at 204 774 7201x7

