



## APPENDIX E

### Better Homes Lanark Pre-Application Form

#### Overview

Welcome to the County of Lanark's Better Homes Lanark program (the "Program"). The purpose of this Application is to determine eligibility for the Program funding to undertake energy efficiency, water conservation, and renewable energy works to your property. Please complete the following form and submit it to the County. A homeowner will have 12 months from the date the County issues Notice to Proceed to complete their retrofit project. Extensions may be granted for valid reasons and provided the Program is continuing. Further instructions on how to submit this application are found below.

Please direct any questions to the Better Homes Lanark Program Coordinator by emailing [eboldt@lanarkcounty.ca](mailto:eboldt@lanarkcounty.ca) or by calling 613-267-4200 x. 3105.

#### How to submit the Application

Choose one of the following methods

- Submit electronically by filling out the form below.
- Mail or hand deliver a hardcopy of this form to:  
Elizabeth Boldt, Better Homes Lanark Program Coordinator  
99 Christie Lake Road  
Perth, ON  
K7H 3C6

#### What's next?

Upon receipt of your completed application, the Program Coordinator will review your form to determine the property's eligibility based on the following:

- Property type, location, and verification of property ownership
- Status of your property tax and utility bill payments
- Evidence of mortgage lender notification (where applicable)

After completion of the review, if you meet the Program eligibility requirements, the Program Coordinator will provide you with a Notice of Eligibility letter that identifies:

- The maximum eligible funding amount for your project
- A file reference number for tracking your application as you proceed
- Information for arranging a Pre-Retrofit Home EnerGuide Assessment and subsequent Renovation Upgrade Report through an NRCan-approved Certified Energy Advisor. You can include the cost of the assessment in the funding request if you proceed with a retrofit project.
- Information for contacting the Retrofit Coach to arrange your free required Energy Coaching Session once you have received the Renovation Upgrade Report from the Certified Energy



Advisor.

**A. Applicant Information**

***i. Applicant Primary Contact***

The person to whom all communication (i.e., letters, emails), including any legal notices under the Property Owner Agreement with the County, will be directed (the “Primary Contact”).

Primary Contact: \_\_\_\_\_

Mailing Address (street number, street name): \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Relationship to Property:

Owner

Manager

Tenant

Other (specify): \_\_\_\_\_

Preferred method of communication:

Telephone

Email

Mail

***ii. Legal Name(s) of Property Owner(s)***

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 Better Homes Lanark (the “Property Owner”).

Name of Property Owner 1: \_\_\_\_\_

Name of Property Owner 2: \_\_\_\_\_

Name of Property Owner 3: \_\_\_\_\_



## **B. Property Information**

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

Only properties located within a lower-tier municipality of the County of Lanark with a Local Improvement Charge By-Law can participate in Better Homes Lanark. Please identify the Property you are interested in improving.

Property address (street number, street name): \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Assessment Roll Number\*: \_\_\_\_\_

\* 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.

### ***ii. Property Type***

What best describes your Property?

- Fully detached
- Semi-detached
- Townhouse

### ***iii. Utility Information***

What is the primary fuel used to heat the Property?

- Natural gas
- Electricity
- Oil
- Propane
- Wood/Pellet
- Other (specify): \_\_\_\_\_

Who pays the heating bills for the Property (natural gas, oil, propane, etc.)? Check all that apply.

- Owner
- Tenant
- Third Party (i.e., property manager)

Who pays the electricity bill for the Property? Check all that apply.

- Owner
- Tenant
- Third Party (i.e., property manager)

Who pays the water bill for the Property? Check all that apply.



- Owner
- Tenant
- Third Party (i.e., property manager)

**C. Mortgage Lender Information**

For properties that are subject to a mortgage(s), it is the responsibility of the Property Owner(s) to confirm notification of the mortgage lenders. The County has a standard notification letter for program participants to provide to their mortgage lenders.

Is the Property subject to a mortgage?

- Yes
- No

If you answered “yes” to the previous question, then list the lender(s) holding the mortgage(s).

Name of Financial Institution 1: \_\_\_\_\_

Name of Financial Institution 2: \_\_\_\_\_

Note: The County is not responsible or liable for any breach of mortgage terms with any pre-existing lenders. It is the homeowner’s responsibility to confirm that contracts with pre-existing lenders are followed.

**D. Past Properties**

Please list the addresses of properties in Lanark County where, in the past 5 years, you have been named on the property tax bill and/or the water bill.

Full Address	Start Date	End Date

**E. How did you hear about Better Homes Lanark?**

How did you first hear about Better Homes Lanark? \_\_\_\_\_



**F. Applicant Signature**

I, \_\_\_\_\_, on behalf of the Property Owner(s) hereby:

- Attest to having obtained consent from all property owners on registered title for the property to participate in the Program and am authorized to sign this document on behalf of all other property owners;
- Attest that all the information submitted as part of this application is truthful and accurate;
- Have read and understand the Better Homes Lanark program documents and consent to the participation of the Property in the Program;
- Understand and agree that any funding received under Better Homes Lanark will be repaid to the County by payment of a special charge added to the Property's tax account by the municipality in which the Property residents; and
- Understand that the County may verify that the information provided above is accurate and has the right to terminate this application if the information is found to be inaccurate.

\_\_\_\_\_  
Applicant Full Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date (yyyy-mm-dd)