



## REQUIRED DOCUMENTATION

The following checklist outlines the minimum information and documentation that will be required for making a final decision. Additional details in regards to documentation requirements will be made available once the applicant has been selected to proceed to the credit assessment stage.

### All Projects

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#### **PROPERTY RELATED DOCUMENTS:**

- Project summary:** including address, legal description, number of units, gross floor and net leasable area, number of parking stalls, summary of amenities, etc.
- Project budget:** including the cost of each item in the development OR repair/renewal of the project (see “New Construction” below for further details).
- Sources of financing:** Borrower equity, CMHC loan, other Funding Sources (i.e., grants, forgivable loans, land equity; waivers of development charges (if applicable).
- Pro-forma Operating Statement:** for each of the residential and non-residential components (if applicable), annual rental income, other income, and annual operating expenses.
- Property insurance:** Evidence of satisfactory insurance.

The following are to be prepared by an accredited independent third party.

*Note: The costs of these reports may be considered as eligible project costs.*

- Accessibility review:** Must demonstrate that the project will achieve its proposed accessibility requirements.
- Appraisal:** To be completed by an independent, Accredited Appraiser Canadian Institute (AACI) certified appraiser.
- Cost consultant report:** Must confirm the project budget, project cash flow, project sources and uses of funds, fixed-price contracts, zoning compliance, construction schedule.
- Environmental efficiency:** Must demonstrate that the project will achieve its proposed level of energy efficiency.
- Environmental assessment reports:** Phase 1 Environmental Site Assessment and Phase II Environmental Site Assessment (if applicable); Record of Site Condition application (if applicable), risk assessment (if applicable), and confirmation of site remediation (if applicable).
- Soil test report (New Construction):** Must demonstrate that the proposed construction and site improvements of the lands are feasible under existing soil conditions.

- Market feasibility study.** The study must include the project feasibility, submarket analysis, project pro-forma analysis, estimated absorption time, and affordability of project rents relative to demographics in the submarket.

**APPLICANT RELATED DOCUMENTS:**

- Ownership:** (a) Applicant – The type of organizational structure and the ownership of the entity. (b) Property – Where the project is located in a province or territory other than Quebec, all registered and beneficial owners of the property must be described.
- Authorization to request credit reports** for any personal applicants or guarantors.
- Net worth:** Up-to-date personal net worth statements for all individual applicants/guarantors (i.e., for projects held personally or shareholders of the borrower, if applicable).
- Financial Statements:** Review engagement or audited financial statements for the most recent three years are required for corporate applicant(s).
- Property Management Experience:** Details of the applicant’s (and/or guarantors’) past property management experience.

**New Construction**

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- Project lands:** Copy of purchase and sale agreement, copy of lease agreement (if applicable), and summary of all registered encumbrances or agreements on title (if applicable).
- Project budget:** including the cost of each item in the development of the project, land acquisition costs, hard costs, soft costs, contingency funds, interest reserve, financing fees, etc.
- Construction schedule:** Timeline of the project from construction permit to full project lease-up.
- Copy of the preliminary plans and specifications** of the project. One set of suite layouts and details/specifications regarding finishes and amenities.
- Pro-forma rent roll:** Residential – Unit number, unit type, unit square footage, monthly rental rate, market monthly rental rate; Non-residential – Unit number, unit type, unit square footage, monthly rental rate.
- Evidence of fixed-price construction contracts** representing no less than two thirds of hard construction costs (prior to initial advance).
- Construction experience details** including list of completed and current projects summarizing asset class, location, levels, units, budget, and year completed.
- Zoning:** Confirmation of the zoning of the site.
- List of the project team.**
- Labour and material and a performance bond:** Each must be in an amount of not less than 50% of contract price and have a dual obligee rider. Bonding may be waived in some cases.
- Project approvals:** Zoning, site plan application, site plan agreement, and building permits.
- Building plans:** Inclusion of final signed and sealed building plans and specifications, upon which the construction costs are based, including confirmation of environmental efficiency and accessibility features.

## Repair/Renewal (Existing)

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- Schedule of repairs.**
- Rent Roll:** Residential – Rent effective dates, unit number, unit type, unit square footage, monthly rent, etc. Non-residential – Lease agreement, unit number, unit type, unit square footage, monthly rental rate, etc.
- Operating statements:** Three years of historical detailed operating statements for both residential and non-residential.

## For Properties with Non-residential space

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- Square footage of non-residential space:** Total gross square footage of the building and total gross square footage allocated to non-residential space.
- Leases:** Copies of non-residential leases, lease renewal options/agreements, number of interior parking spaces designated for commercial tenants.
- Ancillary income:** Details of ancillary income (antenna/communication installations, etc.).
- Income/expenses and stand-alone valuation:** Income/expenses and stand-alone valuation of the non-residential space with market support/comparables.

## Support Facilities

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- Project description** including history and background of facility, number and type of units or rooms, amenities and services offered.
- Agreements/Contracts/Reports:** Where applicable, copies of Service agreements, most recent provincial/territorial authority's inspection report, licence, accreditation reports and union contracts including any new negotiated.

## Evidence to Support Social Outcomes

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- Affordability:** Detailed plan on how the applicant will maintain its proposed level of affordability for at least 20 years and which units will be at or below 80% of median market rent.
- Evidence of Community Need** for the proposed project.
- Partnership Collaboration:** Demonstration of contributions by other partners whether monetary or in-kind for both capital contributions as well as ongoing operational support.
- Meeting needs of priority groups:** If the applicant indicates that the project will be targeted to meet the needs of priority groups, documentation to support the number of units that will be available for each of the priority groups is required as well as a description on how this will be achieved.
- Onsite supports:** Confirmation of the type of supports that will be provided onsite for tenants that represent priority groups.

## Support from others and/or Operating Agreements

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- Agreements:** Copies of the following: (In lieu of the agreements, CMHC may accept letters of intent for new funding) – third-party contribution agreements, rent supplement agreements, operating subsidy agreements.

