

## CMHC Eco Improvement Partial Premium Refund Application

### Borrower eligibility

Ensure that you meet **all** of the following criteria:

- Mortgage financing is insured by Canada Mortgage and Housing Corporation ("CMHC")
- Application is being submitted within 24 months of the closing date of the mortgage
- The supporting documentation is no more than five (5) years old as at the closing date of the mortgage
- You have paid your lending institution for the costs of CMHC mortgage loan insurance

**CMHC Loan Number (mandatory):** \_\_\_\_\_

You can obtain your CMHC Loan Number by referring to your mortgage document or by contacting your mortgage lending institution.

### CMHC Eco Improvement financing

Mark an "X" in the appropriate box that applies below:

To complete my renovations, I/We used:

CMHC-insured financing (CMHC Improvement)

**Separate financing** (Line of credit, credit card, personal loan, savings, etc.). Please specify:

\_\_\_\_\_

### CMHC Eco Improvement eligibility information and documentation

I/We purchased an existing home and spent at least \$20,000 on energy efficiency improvements in one or more of the 3 categories below:

Select all that apply by marking an "X" in the appropriate box below, and provide a detailed description of the completed improvements including amount spent:

**Building Envelope** (Add Detailed Description):

\_\_\_\_\_

**Mechanical Systems** (Add Detailed Description):

\_\_\_\_\_

**Renewable Energy Systems** (Add Detailed Description):

\_\_\_\_\_

For complete details on CMHC Eco Improvement eligibility requirements, visit [www.cmhc.ca/ecoinprovement](http://www.cmhc.ca/ecoinprovement).

## Supporting documentation

\*Please attach all paid invoices confirming the type of measures and amount spent as described (mandatory).

If using **separate sources of financing to complete the improvements**, please attach before and after pictures or an inspection report, if available.

**Incomplete applications may be declined or put on hold until all required documentation has been provided. CMHC may request additional information at its discretion.**

## Borrower information

Property address for which the partial premium refund (the "Refund") is requested:

Street number	Street name		
City	Province or territory	Postal code	

## Direct deposit (EFT) information

The Refund will be made to the account identified below. Please provide the following information and attach a void cheque or equivalent. This account must hold Canadian funds at a financial institution in Canada.

Name of account holder		Bank transit number (5 digits)	Financial institution number (3 digits)	Bank account number (maximum 12 digits)	
Financial institution name	Branch street address	City	Province or territory	Postal code	

All borrowers listed on the mortgage loan application **MUST** be included on this application and each borrower **MUST** consent to its processing via signature.

I/We, the borrower(s) certify that the information given is true, correct and complete to the best of my/our knowledge.

I/We request and authorize CMHC to deposit the Refund payable to me/us to the account identified in the Direct Deposit (EFT) Information section above.

_____	_____	_____
Borrower name (please print)	Signature	Date (DD-MM-YYYY)
_____	_____	_____
Borrower name (please print)	Signature	Date (DD-MM-YYYY)
_____	_____	_____
Borrower name (please print)	Signature	Date (DD-MM-YYYY)
_____	_____	_____
Borrower name (please print)	Signature	Date (DD-MM-YYYY)

## Contact information in case CMHC must contact you regarding your application:

Borrower name:

Borrower Telephone Number		Borrower email address
Primary:	Alternate:	

## Submit application

Submit your application, supporting energy efficiency documentation, and copy of void cheque to CMHC by email to [eemrefund@cmhc-schl.gc.ca](mailto:eemrefund@cmhc-schl.gc.ca), by fax at 1-800-245-9274 or by mail to:

**700 Montreal Road (Suite 1000), Ottawa, Ontario, K1A 0P7**

Allow at least 6-8 weeks for your application to be processed. Once processed, you will be contacted by phone or email regarding the status of your application (e.g. Approved – EFT being sent; Missing documentation; or Declined – not eligible).

The personal information you provide to your lending institution, which is forwarded to the CMHC as part of your application for the CMHC Eco Improvement (the "**Program**"), is collected under the *National Housing Act* and other applicable laws for the purposes of determining eligibility for the Refund under the Program.

Participation in the Program is voluntary and refusal to provide personal information may result in your application being removed from consideration. The personal information collected will be used by CMHC and any other party helping CMHC to administer the Program.

You agree that the information submitted to CMHC may be used and exchanged for the following purposes: (i) to consider your eligibility for the Refund requested; (ii) for policy analysis and research; (iii) for administration and evaluation of the Program; (iv) for use by CMHC and the Government of Canada for purposes described in the *National Housing Act* (Canada); and (v) to protect CMHC from errors and fraud. CMHC is authorized to process and store such information and make it available to its employees, and others engaged by CMHC, for the purposes of assessing your eligibility for the Refund requested, the administration of the Program and the collection of analytics. If any of the information changes or becomes inaccurate, you must promptly notify CMHC of the change.

CMHC is committed to protecting the privacy, confidentiality and security of the personal information that it holds by adhering to the requirements of the *Privacy Act* with respect to the management of personal information. By providing CMHC with your personal information for the purposes of the Program, you are consenting to CMHC's collection, use and disclosure of your personal information in strict accordance with the *Privacy Act*. Personal Information collected by CMHC for the purpose of the Program can be found in CMHC's Info Source Publication on its website under the following Personal Information Bank:

### **CMHC PPU 280, *National Housing Act* (NHA) Insured Loans Files**

The *Privacy Act* provides individuals with certain rights to access their personal information that is under the control of CMHC, to request corrections of their personal information and to file a complaint with the Privacy Commissioner of Canada regarding CMHC's handling of personal information. Any questions, comments, concerns, requests for personal information or complaints may be directed to CMHC's Access to Information and Privacy Office at [ATIP-AIPRP@cmhc.ca](mailto:ATIP-AIPRP@cmhc.ca) or you may also visit its website at <https://www.cmhc-schl.gc.ca/about-us/corporate-reporting/transparency/access-to-information-and-privacy-protection>

Submit

To submit the form, please email: [eemrefund@cmhc-schl.gc.ca](mailto:eemrefund@cmhc-schl.gc.ca)