

## Affordable Housing Development Program



**Prince Edward Island  
Housing Corporation**

The Affordable Housing Development Program (AHDP) supports the construction of affordable residential units to increase the availability of rental units for those in core housing need. Assistance is provided to private businesses, non-profit corporations, municipalities, development corporations or housing cooperatives who are building affordable housing units in Prince Edward Island.

### Program guidelines:

- The Prince Edward Island Housing Corporation can provide a forgivable loan of up to \$55,000 per unit to support construction costs in exchange for maintaining rental rates at an affordable level.
- This program supports the construction of new buildings or buildings already under construction. The renovation of an existing building is not eligible.
- Loan forgiveness period will be negotiated upon approval of the project but will be a minimum of 10 years.
- Forgivable loans for projects led by private developers will be limited to a maximum of 50% of the units in their project.
- Municipalities, development corporations, non-profits and housing cooperatives may be eligible for forgivable loans for 100% of the units in their project.
- Rents for units not receiving program funding can be set at market rates.
- Rental rates for all units may be increased during the term of the forgivable loan based on IRAC's Allowable Rent Increases.
- Projects must be a minimum of four units.
- 20% of the units receiving a forgivable loan must be designed using accessibility guidelines within the National Building Code (section 3.8).
- Housing developments will be required to meet Net Zero Ready criteria in order to support Government's goal of reducing Green House Gases (GHGs) as discussed in *A Path Towards Net Zero (2040)*.

Unit Type	Units Size (minimum)	AHDP Contribution (per unit)
Bachelor / Studio	250 square feet	\$45,000
1-bedroom	400 square feet	\$45,000
2-bedroom	550 square feet	\$50,000
3-bedroom	800 square feet	\$55,000
4-bedroom	1,000 square feet	\$55,000

\*Prince Edward Island Housing Corporation reserves the right to negotiate the unit sizes and rental rates with Applicants on a project-by-project basis. Micro-units or increased rental rates could be considered based on location of development, need in the area or the inclusion of utilities in the affordable rental rate.

# Affordable Housing Development Program Application Form



# Prince Edward Island Housing Corporation

## Section 1. – Instructions

- Application must be submitted and approved before any commitment will be made.
- Complete and submit the original application and supporting documents and retain a copy for your records.
- All sections must be completed. If not applicable, please indicate "Not Applicable or N/A".
- All the associates in a partnership are to sign this form.
- Applicants are encouraged to consult with a PEI Housing Corporation Account Manager prior to completing the form.

## Section 2. – Business Information

Legal Name (the "Applicant"):

Business Trade Name (if different):

Mailing Address:

City:	Province:	Postal Code:
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Civic Address  Same as Mailing Address:

City:	Province:	Postal Code:
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Contact Person Name:	Contact Person Title:
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Telephone:	Facsimile:
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Email:	Website:
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Business Number:	In Business Since (D/M/Y):	Fiscal Year End:
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Nature of Business:

Business Registration: Registered in \_\_\_\_\_

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Incorporated       | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Cooperative            |
| <input type="checkbox"/> To Be Incorporated | <input type="checkbox"/> Partnership         | <input type="checkbox"/> Federally Incorporated |
| <input type="checkbox"/> Other _____        |  |   |

Name of Shareholders or Partners and Percent of Ownership				
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)
Name	Address	Position Held	% Shares	Date of Birth (D/M/Y)

Name of Other Related Entities to this Business its Shareholders or Partners		
Business Name	Address	Telephone
Business Name	Address	Telephone
Business Name	Address	Telephone
Business Name	Address	Telephone

**Section 3. – Forgivable Loan**

Project Financing		
Type of Loan (Capital)	Amount	Purpose

## Section 4. – Supporting Documentation

Please include the following:

- Business plan or "Business Plan Form"
- Current "Statement of Personal Financial Affairs Form" for all shareholders and any proposed third party guarantors
- Accountant prepared financial statements including balance sheets and income statements for last three years
- Copy of letters of patent or articles of incorporation
- If operating under a trade name, a copy of the trade name registration
- Pro Forma financial statements for project
- Concept drawings of the proposed building
- Details around Net Zero Ready compliance
- Copy of purchase and sale agreement, if applicable
- Copy of legal description and survey of real property being purchased, if applicable
- Detailed Construction Budget, including written cost estimates for new construction and/or renovations.
- Other information pertinent to the request

## Section 5. – Representation & Warranties

The Applicant understands and agrees that the terms and conditions of any financing which may be authorized will be set forth in a letter offering financing, for agreement and acceptance by the Applicant.

The warranties, covenants and representations under this application survive and will remain true and in force. The Applicant shall ensure that the representations set forth herein remain true at all times and shall immediately notify the PEI Housing Corporation if any of them are no longer accurate.

The Applicant is not in default under any material contracts to which it is a party or which affect the Applicant's business or assets, except: \_\_\_\_\_

The Applicant, the guarantor(s) if applicable or their directors and officers, if incorporated have not been convicted of an offence for which a pardon has not been granted nor have any criminal record of any kind, except: \_\_\_\_\_

There is no litigation, legal action, suit or claim pending, in course or threatened not any proceedings before any court, tribunal, governmental board or agency now in course or threatened, and there is no unexecuted judgement rendered against the Applicant, any closely related individual or corporation, except: \_\_\_\_\_

The Applicant's business is operating in conformity with all environmental legislation and neither the Applicant nor the prior owners of the Applicant's assets have used them in violation of environmental laws and no proceedings have been commenced or notice(s) received concerning any alleged violation of environmental laws and no waiver has been given to the prior owners of the Applicant's assets concerning any compliance and/or violation of environmental laws, except: \_\_\_\_\_

There has been no material worsening in the financial position or operations of the Applicant since \_\_\_\_\_ being the end of the last fiscal year of the Applicant for which a balance sheet and an income statement have been furnished.

Name and address of Applicant's accredited accountant: \_\_\_\_\_

Bankruptcy/ Insolvency: The Applicant and the guarantor(s) if applicable (and their directors and officers, if incorporated) are not an undischarged or discharged bankrupt under bankruptcy proceedings and have not been the subject of other insolvency proceedings or proposals, except: \_\_\_\_\_

Taxes: The Applicant (and its directors and officers, if incorporated) is not in arrears in the payment of any income, business or property taxes, GST, sales tax, payroll deduction, etc., except: \_\_\_\_\_

None of the Applicant, the partners of the Applicant firm or the shareholders, directors or officers of the Applicant, if incorporated, is:

- a) an "interested person", meaning: (i) a director or officer of the PEI Housing Corporation, (ii) the spouse of a child, brother, sister or parent of a director of the the PEI Housing Corporation, (iii) the spouse of a child, brother, sister or parent of a director of the PEI Housing Corporation, or (iv) the father, mother, sister or brother of the spouse of a director of the the PEI Housing Corporation, except:  
\_\_\_\_\_
- b) now, nor has been a been a borrower or guarantor or a director, officer or shareholder of a corporate borrower or guarantor in relation to a loan from the PEI Housing Corporation except:  
\_\_\_\_\_

## Section 6. – Certification & Authorization

The Applicant(s) and major shareholders of the Applicant(s) declare(s) that all the information provided in this application is accurate and represents the Applicant's true financial position.

The information provided in this application is for the express purpose of obtaining accommodation from the PEI Housing Corporation and any advances made by the PEI Housing Corporation to the Applicant are granted on the strength of this application.

the PEI Housing Corporation is hereby authorized to obtain any information, which it may require relative to this application, from any sources to which it may apply and each such source is hereby authorized to provide the PEI Housing Corporation with such information.

**Personal information on this form is collected under section 32(10)(g)(1) of Prince Edward Island's Freedom of Information and Protection of privacy Act and will be used for the purpose of assessing your application of credit. If you have any questions about this collection of personal information, you may contact a PEI Housing Corporation Account Manager.**

Furthermore, the PEI Housing Corporation is authorized to disclose, in response to direct inquiries from any other lender or credit bureau, such information on the Applicant's account(s) as it considers appropriate. The Applicant agrees to indemnify the PEI Housing Corporation against, and save it harmless from, any and all claims in damages or otherwise arising from such disclosure on its part.

**Name of Authorized Signing Officer (please print):**

**Signature of Authorized Signing Officer:**

**Date (D/M/Y):**

**Name of Authorized Signing Officer (please print):**

**Signature of Authorized Signing Officer:**

**Date (D/M/Y):**

## Section 7. – Contact Information

**Fred Irving**

**Department of Housing, Land and Communities**

Tel: 902-314-0428

Email: fairving@gov.pe.ca



**The Borrower:** Provide some historical background about the business and its operations.

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**Resume:** Provide some personal history of each applicant/shareholder. Include educational background, work experience, and training (particularly related to the project or industry now being considered).

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**Project Information**

Address of Proposed Development:					
Parcel Identifier (PID):					
Number of Units:	Entire Building:			Affordable:	
Bedroom Breakdown of Entire Building:	Bachelor	One	Two	Three	Four or more
Number of Accessible Units (as per the National Building Code – Section 3.8):	Bachelor	One	Two	Three	Four or more
Square Footage Per Unit:	Bachelor	One	Two	Three	Four or more
Total Grant Requested:					
Construction Start Date:					
Construction Completion Date:					

**Project Funding**

Forgivable Loan Requested:	\$
Traditional Financing:	\$
Equity:	\$
Total Funding:	\$

**Financing Plans:** Indicate what financing is being requested from the PEI Housing Corporation, how much equity is being put into the project and identify the extent of involvement of any other funding partners. Are other programs being accessed (CMHC) and if so, provide the details of their assistance. If applicable, comment on the reason for declines from any other lenders. Briefly outline security to be offered and repayment expectations.

**Net-Zero Ready Construction:** Please provide details on the net-zero ready building compliance.

**Target Market:** Please identify the target market for the affordable units whether it is families, seniors, or other vulnerable populations.

*\*Please note the Prince Edward Island Housing Corporation will select tenants for the affordable units from the social housing registry.*

**Other Comments:**