



Social Development
and Housing

Développement social
et Logement



PEI Home Renovation Programs
Housing Services - Charlottetown

161 St. Peters Road
PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

Programmes de rénovation de logements de l'Î.-P.-É
Services de logement - Charlottetown

161, chemin St. Peters
C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

TIPS FOR REQUESTING QUOTES

A. If you are hiring a contractor to complete the renovations:

1. Contact contractors and obtain two (2) price quotes for each eligible renovation item that is being considered. See *Quote Details* (Sec C) below.
2. Send all quotes to us for review. You have **90 days** from the date of this letter to submit the quotes.
3. If more time is needed to secure quotes, you must contact our office during the final week of the 90 day period to request an extension. Failure to do so will result in an automatic closing of your file.

B. If you are completing the renovations yourself:

1. Contact our office to obtain our “**Work Plan**” form or print one from our website. Use this form to itemize all materials required for the work.
2. Obtain two (2) quotes for the cost of the materials itemized.
3. Send us the completed Work Plan form and materials quotes for our review within **90 days** of receiving the Work Plan form from our office.
4. If more time is needed to secure quotes, you must contact our office during the final week of the 90 day period to request an extension. Failure to do so will result in an automatic closing of your file.

Please note, that the PEIHRP grants cannot be used to reimburse home owners for wages for their labor, or the labor of family members completing the work.

C. Quote Details - Quotes MUST Contain:

- Date / Applicant’s name & address
- Contractor name & contact info
- Detailed description of work to be completed, including dimensions or size of area being renovated, and quantity of the materials (ie. square footage or number of pieces)
- Price each renovation/ repair separately (no lump sums for multiple work)
- Follow renovation specifications for acceptable work (supporting documents will be mailed)

D. *Eligible Renovations*

- All plumbing, electrical and heating system work **must** be completed by a licensed tradesperson
- Renovations using materials or products not installed following manufacturer's recommendations, will **NOT** be eligible
- Any renovations started or completed prior to approval are not eligible for a grant
- Using re-purposed or second hand materials is **NOT** eligible for the grant
- Heat pumps, storm doors, driveway or any repairs outside the existing home footprint is **NOT** eligible for the grant under the PEI Home Renovation Program
- Cosmetic repairs are **NOT** eligible. (Not meant to refresh, modernize or improve the appearance of the home.) Financial assistance is granted only to complete **essential** renovations, improve accessibility or to address health & safety repairs.
- Post-inspections by qualified staff may be necessary to ensure compliance with building codes and industry standards prior to payment being released.
- Renovations or repairs **must** meet building code standards. Please reference the Minimum Requirements Guide and Program Policy on our website.
- www.princeedwardisland.ca/en/information/family-and-human-services/pei-home-renovation-program
- Once the maximum grant (based on combined income) is received, you are not eligible for another grant within 15 years.