

APPLICATION SUBMISSION

The following information should be included in your grant application:

- Development Permit Number.
- Copy of Certificate of Land Title from the last 30 days.
- List of work to be completed.
- Two written quotations from certified contractors. Quotations are to be on company letterhead and signed by the company's officer.
- Written material quotations for owner-supplied labour will be accepted. No cash value will be attributed to labour provided by the homeowner.
- Submission of final invoices will be accepted if the application is for a completed legal suite that has a valid development permit.
- Invoices for work completed prior to the development permit application approval date will not be accepted.

Only completed application forms will be reviewed.



Source: www.rentboard.ca

Certified Land Titles are available at registry offices. For registry offices locations go to: www.servicealberta.gov.ab.ca/617.cfm

PROGRAM RESTRICTIONS

- Applicants will be required to complete and sign a Basement Suite Grant Operating Agreement, which will be in effect for the five (5) year term.
- Suites eligible for grant funding must be rented on the open market to tenants who are not immediate family members (such as parents, spouses, siblings, children and grandparents) at or below the established rates (see average monthly rents on page 2).
- Tenants will be required to sign a yearly affidavit verifying their rent, duration of tenancy and relationship with the landlord.
- Under the terms of the Operating Agreement, a pro-rated portion of the grant must be returned if the property is sold, or if the suite remains vacant for a period of 6 months.

WHERE TO APPLY

Application forms are available at:

The City of St. Albert
 Basement Suite Grant Program
 2nd Floor, Planning and Engineering
 5 St. Anne Street
 St. Albert, Alberta T8N 3Z9

Phone: 780-459-1654 or 780-459-1642

Or on the City's website at:
www.stalbert.ca/basement-suite-information



BASEMENT SUITE GRANT PROGRAM

INFORMATION ON HOW TO APPLY



The City of St. Albert through the Government of Alberta's 2007 and 2008 Affordable Housing Block Funding is providing a Basement Suite Grant Program for St. Albert homeowners.

PROGRAM INFORMATION

- The grant program can be utilized for:
1. The development of new basement suites in existing or new single-detached dwellings.
 2. Upgrades and renovations to existing basement suites to comply with the Alberta Building Code, 2006 and the City of St. Albert's Land Use Bylaw.

FUNDING

- The City will provide:
- a maximum of \$15,000 for the development of a new suite, and
 - a maximum of \$10,000 for the renovation of an existing basement suite.

Funding is provided subject to a five-year operating agreement with the City.

The grant will cover up to 70% of the construction costs for the suite to the maximum eligible limit.

WHO CAN APPLY?

You must own the home that the suite will be located in, and have an approved development permit application for a basement suite dated after May 2007 (when suites were legalized in the City). Completed suites with approved basement suite development permits are eligible to apply for grant funding if they meet the terms and conditions of the Program.

ELIGIBLE PROPERTIES

Basement suites can be developed in single-detached dwellings within R1 or R2 districts provided they comply with the requirements of the City of St. Albert's Land Use Bylaw and the Alberta Building Code, 2006.

For information on basement suite development and permit requirements refer to the Basement Suites in St. Albert handout located at: www.stalbert.ca under Grants.

AVERAGE MONTHLY RENT

The maximum rents that can be charged for suites eligible for grant funding are based on the Core Need Income Threshold (CNIT) rates for St. Albert, established yearly in June by the Province of Alberta. CNIT's are derived from the median market rents in the community.

2011 Core Need Income Thresholds for St. Albert

Bachelor	1 bedroom
\$29,000	\$34,000
\$725/month rent	\$850/month rent
2 Bedroom	3 Bedroom
\$41,500	\$55,000
\$1,038/month rent	\$1,375/month rent

Rents for Basement Suites under the grant program are inclusive of water, sewer, heating and parking costs and must not exceed these amounts to retain eligibility in the program.

There are no income limits for grant applicants or tenants.



Source: www.rentboard.ca

APPLICATION CRITERIA

1. Applications will be accepted from:
 - a. Property owners registered on the Land Title. In the case of joint ownership, all owners are required to sign the application.
 - b. Future homeowners, provided a contract between the homeowner and/or homebuilder is submitted.
 - c. Lawyers representing the property owners as a client. Properties that have an offer to purchase are not eligible to apply for grant funding until the property is registered in the applicant's name.
2. Grants are limited to properties within the City of St. Albert boundaries.

BASEMENT SUITE GRANT PROGRAM