

# Affordable Residential Units Regional Development Charge Exemption Annual Compliance Reporting Form

Under Affordable Residential Units Regional Development Charges Exemption Policy of Niagara Region C-F-29, for any Affordable Residential Unit(s) being used as rental accommodation, the owner shall submit an **Annual Report** to Director, Financial Management & Planning, in a form satisfactory to Niagara Region, by **July 1** of each calendar year setting out the list of all Affordable Residential Units owned by the owner, the number of Affordable Residential Units rented out, the amount of monthly rent paid by each tenant for the preceding calendar year, number of days each unit was vacant in the preceding calendar year, and any other information requested by Director, Financial Management & Planning.

**Upon request at any time** by Director, Financial Management & Planning, the owner must promptly provide rent rolls, lease agreements, agreements of purchase and sale, draft transfers, or such other documentation as may be requested, confirming that each unit exempt under this Policy continues to meet the definition of Affordable Residential Unit.

## General Information

Reporting Period (From MM/YY to MM/YY): \_\_\_\_\_

Project Address: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Local Municipality: \_\_\_\_\_

## Owner Information

Registered Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

### 1. Affordable Rental Residential Units Details

Please provide the following information for each Affordable Residential Unit used as rental accommodation during the reporting year:

Unit number	Unit Type (Number of Bedrooms)	Tenant Name	Monthly Rent	Tenant Arms-Length? (Y/N)	Occupied? (Y/N)	Rent Period

(Add rows as needed)

### 2. Rental & Affordability Compliance

#### 1) Rents Charged:

For each exempted unit, confirm that monthly rents charged did not exceed the lesser of the provincial income-based or average market rent thresholds applicable for the local municipality in the reporting year.

Yes

No – If “No,” provide explanation: \_\_\_\_\_

#### 2) Arms-length Tenancy:

All affordable rental residential units are leased on an arms-length basis.

Yes

No – If “No,” provide explanation: \_\_\_\_\_

### **3) Vacancy & Occupancy:**

Confirm that no exempt unit was vacant for more than 90 days in the reporting year.

Yes

No – If “No,” provide explanation: \_\_\_\_\_

### **4) Subleased or Short-term accommodation**

Confirm that all affordable rental residential units were not subleased or used for short-term accommodations in the reporting year.

Yes

No – If “No,” provide explanation: \_\_\_\_\_

### **5) Any Financing that Ranks in Priority to Niagara Region’s Collateral Charges**

Yes – Confirm the balance owed on any loans registered in priority of Niagara Region’s collateral charges: \_\_\_\_\_

No

If an event of default occurs per section 6 of the Affordable Residential Units Regional Development Charges Exemption Policy C-F-29, the amount of Regional Development Charges applicable to that unit becomes immediately due and payable by the owner in accordance with section 26.1 of the DC Act.

### **3. Required Attachments**

Payment proof on current rent roll for exempted units

Copies of executed leases

### **4. Acknowledgement**

I hereby certify that the information provided in this Annual Report Form is true, complete, and accurate.

I further acknowledge that I have read and understand the Affordable Residential Units Regional Development Charges Exemption Policy of Niagara Region, and I agree to comply with its requirements.

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Authorized Representative/Owner Signature

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Address

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Company Name

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Date