



## APPLICATION FORM

### Retrofit Halton Hills Application Form

Please complete the following form and submit it to the Town to determine your eligibility for Retrofit Halton Hills (RetrofitHH) funding for energy efficiency, water conservation, and renewable energy upgrades to your property.

Visit [Let's Talk Halton Hills - Retrofit Halton Hills Pilot Program](#) for additional information about the program. Questions can be directed to the Retrofit HH team by e-mailing [retrofit@haltonhills.ca](mailto:retrofit@haltonhills.ca) or by calling 905-873-2600.

#### Instructions:

Eligibility for the program is based on the following:

- Property type, location, and verification of property ownership
- Status of your property tax and utility bill payments

If you are eligible for the program the Town will provide you with a Notice to Proceed Letter outlining:

- The maximum eligible funding amount for your project
- A RetrofitHH file reference number for tracking your application
- Information for contacting an Enbridge-approved Registered Energy Advisor to arrange for a Pre-Retrofit Home Energy Assessment, the cost of which is also eligible for re-imbusement under this Program

**How to submit the Application** (Choose one of the following methods)

Attach a copy of this form and email to: [retrofitHH@haltonhills.ca](mailto:retrofitHH@haltonhills.ca)

Mail a hardcopy of this form to: Retrofit Halton Hill Program  
Climate Change and Asset Management  
Town of Halton Hills  
1 Halton Hills Drive,  
Halton Hills L7G 5G2

<b>Section I - Applicant Information</b>				
<b>i) Primary Contact</b>				
The person to whom all communication (i.e. letters, e-mails), including any legal notices under the Property Owner Agreement with the Town, will be directed (the "Primary Contact").				
Primary Contact Name:				
<input type="checkbox"/> Check this box if First Name and Last Name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your name below.				
Single Name:				
Mailing Address (Street Number, Street Name):				
City/Town	Province	Postal Code		
Email:				
Telephone Number:				
Relationship to Property	Owner <input type="checkbox"/>	Manager <input type="checkbox"/>	Tenant <input type="checkbox"/>	Other (specify)
<b>ii) Legal Name(s) of Property Owner(s)</b>				
Please identify all property owners listed on the registered title for the property. All registered owners of the home must be identified in this section and consent to participate in Retrofit HH (the "Property Owner").				
Name of Property Owner 1:				
Name of Property Owner 2:				
Name of Property Owner 3:				

<b>Section II - Property Information</b>										
<b>i. Property Identifying Information (The “Property”)</b>										
Only properties located within the geographic boundary of the Town of Halton Hills can participate in Retrofit HH.										
Please identify the Property you are interested in improving.										
Property Address (Street Number, Street Name)										
City/Town	Province	Postal Code								
Assessment Roll No.*										
* You can find your assessment roll number on your property tax bill:										
<table border="1"> <tr> <td colspan="2" style="text-align: center;"><b>Tax Bill</b></td> </tr> <tr> <td colspan="2" style="text-align: center;">2021 FINAL PROPERTY TAXES</td> </tr> <tr> <td style="text-align: center;"><b>Billing Date</b></td> <td style="text-align: center;">May 25, 2021</td> </tr> <tr> <td style="text-align: center;"><b>Roll Number</b></td> <td style="text-align: center;">2415 000 000 00000 0000</td> </tr> </table>			<b>Tax Bill</b>		2021 FINAL PROPERTY TAXES		<b>Billing Date</b>	May 25, 2021	<b>Roll Number</b>	2415 000 000 00000 0000
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<b>ii. Property Type</b>										
What best describes your Property (check one):										
<input type="checkbox"/>	Fully Detached									
<input type="checkbox"/>	Semi-detached									
<input type="checkbox"/>	Townhouse									
<input type="checkbox"/>	Multi-unit low-rise building	Number of units								
<input type="checkbox"/>	High-rise apartment building	Number of units								

<b>iii. Utility Information</b>			
What is the primary fuel used to heat the home on the Property?			
Natural Gas	Electricity	Oil	Other (specify)
Who pays the utility bills for the home on the Property? (Check all that apply)			
	Owner	Tenant	Third Party (i.e. condominium corporation)
Natural Gas Bill			
Electricity Bill			
Water Bill			

<b>Section III - Mortgage</b>		
Is the Property subject to a mortgage?	Yes	No
If yes, is the mortgage insured?	Yes	No
<p><b>Note:</b></p> <p>1) Properties that are subject to a mortgage(s) are encouraged to notify their mortgage lender of the local improvement charge.</p> <p>2) Insured mortgages are not eligible for participation in this Program.</p>		

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<b>Section IV -</b>			
How did you first hear about the Retrofit Halton Hills Program?			
	Town of Halton Hills Website		Energy Advisor
	Enbridge Gas		Home Renovation Contractor
	Halton Hills Hydro		Community Group
	Neighbour/Family/Friend		Town Staff
	Event		Social media (i.e. Instagram, Facebook, Twitter)
	Other (please specify)		

<b>Section V - Applicant Signature</b>		
<p>I, _____ on behalf of the Property Owner(s) hereby:</p> <ul style="list-style-type: none"> <li>• Attest to having obtained consent from all property owners on registered title for the property to participate in the Program and am authorized to sign this document on behalf of all other property owners;</li> <li>• Attest that all the information submitted as part of this application is truthful and accurate;</li> <li>• Engage with Retrofit HH and/or Town staff on behalf of the property owner(s);</li> <li>• Have read and understand the Retrofit HH Homeowner Guide and consent to the participation of the Property in the Program; and</li> <li>• Understand and agree that any funding received under Retrofit HH will be repaid to the Town by payment of a special charge added to the Property's tax account by the Town.</li> </ul>		
Applicant Name (Print Name)	Applicant Signature	Date (dd-mm-yyyy)