Strong, healthy and sustainable communities where individuals and families thrive.

Secondary Suites Program

Shannon Greer
February 2017
• Who I am

• What the Secondary Suite Program is

• The application process

• How to apply
Who I Am

- Province of Manitoba Department of Families
- Manitoba Housing - more than property management
- The Manitoba Housing and Renewal Corporation, Housing Delivery Branch
What the Secondary Suite Program is

• Program to help increase the number of affordable rental housing units and to help increase home ownership affordability

• Financial assistance toward the cost to build a secondary suite

• 50% of the costs; to a maximum $35,000

• Forgivable Loan with a 10-year term

Program provided with financial support from the Government of Canada
Eligibility Criteria

1) You must own and occupy the house as your primary residence. If new construction, you must plan to live on the property as your primary residence.

2) You must be willing and able to meet all requirements of the City of Winnipeg; including permits, zoning, variances, size restrictions, etc.
3) The existing dwelling must not require repair to the plumbing, electrical, structural, fire life safety, or heating system.

4) You must follow the Residential Tenancies Act. I.E. You are required to use lease agreements, provide proper notices to tenants, etc.
5) For the first 10 years after you receive the funding, you must be willing to rent out the unit to eligible tenants at a rent that does not exceed the program rate.

a. Eligible Tenant – income limit

b. Monthly Rent – rental limit
At the time the lease is signed, the tenant household income cannot exceed:

Family with children in unit $71,255*

Family without children in unit $53,441*

*as of February 25, 2017
Affordable Housing Rental Rates

Inclusive of Heat, Water, and Gas – Winnipeg

<table>
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<th>Bachelor</th>
<th>1-Bedroom</th>
<th>2-Bedroom</th>
<th>3-Bedroom</th>
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As of February 25, 2017
The Application Process

• Applications only available on request from Manitoba Housing

• You submit all required documents and checklist:
  – Complete application (signed by all owners)
  – Verification of ownership
  – Drawing of secondary suite
  – Check with the City of Winnipeg to confirm the proposed secondary suite is allowed on your property

• Manitoba Housing Program Inspector will schedule a property visit with you
Application Process

• Manitoba Housing sends you a letter informing you to proceed to the next step

• You are required to:
  – Have drawings approved by the City of Winnipeg
  – Obtain quotes from three contractors
  – Complete a costing form that breaks out all eligible costs, including the construction costs quoted by contractor of choice
  – Provide a financing plan to complete the project
Manitoba Housing reviews documentation and determines loan amount. An approval package will be provided, which includes:

- Letter detailing the approval
- Agreement detailing the conditions for receiving payment and conditions for renting out the unit for 10 years
- Mortgage documents for your lawyer to register the Secondary Suite Program Mortgage
Loan Process

- Sign the agreement and submit
- Arrange financing
- Enter into a contract with your contractor
- Acquire a building permit
- Update insurance
- Register Program Mortgage
- Building Location Certificate
- Submit Invoices/Receipts
- Tenant Declaration Form
- Be a good landlord
- Manitoba Housing monitors property for 10 years
How to Apply

Applications and Questions

Manitoba Housing’s Housing Delivery Branch at:

200-352 Donald Street, Winnipeg, MB R3B 2H8
Telephone: 204-945-5566     Toll-free: 1-866-689-5566
Email: housingprograms@gov.mb.ca

Learn more on our website at:
http://www.gov.mb.ca/housing/mh/progs/progs.html