



Housing Programs Housing and Social Services Department Kingston-Frontenac Renovates Program 2026 Application Form

BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE FOLLOWING CAREFULLY:

1. Before you complete the application form, please carefully read the Kingston-Frontenac Renovates Program Guidelines and Requirements on our website, which describes the household eligibility criteria, home repair eligibility, application and selection, and the terms and conditions of funding. <https://www.cityofkingston.ca/community-supports/housing-and-homelessness/affordable-housing-programs/>
2. Households that have received Kingston-Frontenac Renovates funding twice in the past are not eligible for funding. Homes bought with assistance from the Home Ownership Program are not eligible for funding.
3. All information submitted as part of an application will be treated as confidential. Disclosure will only be in accordance with the release of information signed by the applicant and/or in keeping with the Municipal Freedom of Information and Privacy Act.
4. You may attach additional pages if you need more space to answer the questions and provide the information requested in this application.
5. Please review your application thoroughly to ensure that you have included all required documentation along with the completed application form. Use the checklist on page 2, which outlines all additional documentation required for your application to be considered complete.
6. All eligible applications will be considered and approved on a first-come, first-served basis. Applicants will not be placed in a first-come, first-served order until all required information and documentation is provided.
7. Loan agreements over \$5,000 will be registered on title of the property.
8. **Completed applications and supporting documentation** will be accepted 362 Montreal St. during regular business hours, which are Monday to Friday from 8:30a.m. – 4:30p.m. (excluding statutory holidays), or by email: housing@cityofkingston.ca
9. **Incomplete applications will not be considered until all documents have been received. (Quotes can be received after the approval of the application)**
10. Applicants can expect to hear back about their application within two weeks.
11. Maximum Household Income Level (Funding Year 2026)
 - 1 - 2 Persons is \$60,000
 - 3 - 4 Persons is \$70,000
 - 5+ Persons is \$80,000

APPLICATION CHECKLIST (REQUIRED DOCUMENTATION)

Please use this page to ensure that your application is complete for submission. This page outlines all the additional documentation required for your application to be considered.

- ☐ Proof of status in Canada. Please attach one of the documents listed below for all homeowners.
 - Canadian birth certificate
 - Canadian passport
 - Canadian Citizenship Card
 - Religious records (e.g., Baptismal certificate) if born in Canada and noted on the record
 - Notice of Birth Registration or Statement of Live Birth from Canadian provincial entity responsible for birth registration
 - Indian Status Card
 - Native band records
 - Permanent Resident Card
 - Convention Refugee/ Protected Person/ Refugee Claimant status document

Do not provide original documents – please photocopy or scan both sides of the document. Health cards, driver's licences, or SIN cards cannot be used for ID.

- ☐ 2025 or 2024 Notice of Assessment (NOA) for all homeowners. NOA required for all adult household members 18 years of age or older who contribute to the household finances.
- ☐ Copies of the two most recent months' bank statements for all accounts (for all homeowners). This includes chequing, savings, TFSA, FHSA, and non-registered investments. The total assets of the homeowner(s) must not exceed \$20,000. **Registered investments (e.g., RESP, RRSP, RIF) are excluded.**
- ☐ Copy of your property's current Municipal Property Assessment Corporation (MPAC) statement. Please visit <https://www.aboutmyproperty.ca/> to access your property's statement.
- ☐ Copy of mortgage document and proof that payment is current. If there's no mortgage on the home, then a payout/discharge statement or letter from your original lender is required.
- ☐ Copy of house insurance policy and proof that payment is current.
- ☐ Copy of most recent Municipal Property Assessment Corporation (MPAC) Statement.
- ☐ Copy of Property tax statement and proof that payment is current.

SECTION 1: HOUSEHOLD INFORMATION – INCLUDE ALL MEMBERS OF THE HOUSEHOLD

REQUIRED DOCUMENTATION: Copy of proof of status in Canada (ID) for all homeowners and financially contributing household members. (Acceptable Documents Listed on Page 2)

Address of the Home – the home must be the primary residence of the homeowner(s)

Number: _____ Street: _____

City or Town: _____ Province: _____ Postal Code: _____

HOMEOWNER (PRIMARY OWNER) - APPLICANT

First Name:	Last Name:
Date of Birth (mm/dd/yyyy):	Email:
Phone Number:	Alternate Phone Number:
Status in Canada: ☐ Canadian Citizen ☐ Permanent Resident ☐ Refugee Claimant	

HOMEOWNER (SECONDARY OWNER)

First Name:	Last Name:
Date of Birth (mm/dd/yyyy):	Email:
Phone Number:	Alternate Phone Number:
Status in Canada: ☐ Canadian Citizen ☐ Permanent Resident ☐ Refugee Claimant	

HOMEOWNER (THIRD OWNER)

First Name:	Last Name:
Date of Birth (mm/dd/yyyy):	Email:
Phone Number:	Alternate Phone Number:
Status in Canada: ☐ Canadian Citizen ☐ Permanent Resident ☐ Refugee Claimant	

Other Household Members

Refers to all additional people living at this address but are not listed above. Please add an additional page to this document if required.

Full Name	Date of Birth (mm/dd/yyyy)	Relationship to Applicant

SECTION 2: PROJECT INFORMATION

PREVIOUS LOAN ASSISTANCE

Has this home received previous Government funding? Examples include the Kingston-Frontenac Renovates Program (KFRP) or the Home Ownership Program (HOP) ☐ Yes ☐ No

PROPERTY DESCRIPTION

- ☐ Semi-Detached ☐ Detached ☐ Townhouse or Row House
☐ Other (Please describe): _____

Age of House: _____

Number of Bedrooms: ☐ 1-Bedroom ☐ 2-Bedrooms ☐ 3-Bedrooms or More

House Size: ☐ 1-Storey ☐ 2-Storey ☐ 3-Storey

Approximate value of property: from property tax assessment or MPAC Statement \$ _____

**Copy of MPAC and Property Tax Bill Required (Cannot exceed \$325,000)*

Is there a Lien on the house? ☐ Yes ☐ No (the City will do a Title Search)

Is there a Mortgage on the home? ☐ Yes ☐ No (verification required)

Are mortgage payments current? ☐ Yes ☐ No ☐ NA

**Copy of Most Recent Mortgage Statement Required*

Is there House insurance on the home? ☐ Yes ☐ No (verification required)

Are insurance payments current? ☐ Yes ☐ No (verification required)

**Copy of Most Recent Insurance Statement Required*

TYPE OF WORK REQUIRED – select all that apply (2 Quotes required for work to be done)

- ☐ Electrical ☐ Fire Safety ☐ Heating ☐ Plumbing ☐ Septic/Well water drilling
☐ Structural ☐ Accessibility ☐ Other – Please Specify: _____

Please provide a detailed description of the required work and the reason requesting:

SECTION 3: INCOME INFORMATION
REQUIRED DOCUMENTATION: See Page 2

Personal information is collected to determine your eligibility for financial assistance. Information collected is considered confidential and will only be shared and discussed with relevant agencies or individuals to determine your eligibility for financial assistance. Attach a copy of the most recent Notice of Assessment (NOA) from the Canada Revenue Agency for each homeowner. **Other forms of income verification may be requested.**

Total Household Income	Gross Income Amount Per Year
Homeowner (#1)	\$
Homeowner (#2)	\$
Homeowner (#3)	\$
Adult Household Member – (ONLY if this member financially contributes to the household finances)	\$

FINANCIAL ASSET SUMMARY

Name of Account Holder	Financial Institution & Account Number	Type of Account (e.g. chequing, savings, TFSA, FHSA, etc.)	Approximate Current Value
			\$
			\$
			\$
			\$
			\$

Do any of the homeowners listed above currently own or have any vested interest in any other property or assets (e.g., cottage, another home, recreational vehicles, etc.)?

☐ Yes ☐ No If yes, what do you own? _____

Approximate total value: \$ _____

Has the Homeowner or other Homeowners applied for bankruptcy, are currently applying for bankruptcy, or currently have an active bankruptcy file? ☐ Yes ☐ No

SECTION 4: APPLICANT DECLARATION

I/we the homeowner(s),

- a) I/we hereby confirm that I/we are the owners of the house and property located at _____
and that no other person is an owner.
- b) I/we hereby grant permission to City of Kingston, Housing & Social Services Department to make any necessary inquiries to verify my/our income, assets, liabilities and credit information.
- c) I/we hereby acknowledge that if my/our funding application is accepted, I/we cannot claim the repair costs for any Provincial tax rebate programs.
- d) I/we hereby certify that all information contained in this application, including income, is true and complete in every respect.
- e) I/we acknowledge that if a false declaration is knowingly made, the City of Kingston shall have the right to cancel the approval and recover any paid-out funds.
- f) All information submitted as part of the application will be treated as confidential. Disclosure will be as required for the administration of this Kingston-Frontenac Renovates Program and/or in accordance with release of information signed by the applicant(s) and/or in keeping with the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Freedom of Information and Protection of Privacy Act* (FIPPA), as well as the *Personal Information Protection and Electronic Documents Act* (PIPEDA), and all other applicable privacy law.
- g) I/We hereby release The City of Kingston and any employee, officer, agent or contractor from any liability or claim arising from the collection, storage, use or dissemination of any information received or collected.
- h) I/We hereby consent to the release of information to an authorized representative of The Corporation of the City of Kingston for the purpose of determining initial and ongoing eligibility for the Kingston-Frontenac Renovates Program.
- i) I/We hereby consent to an authorized representative of The Corporation of the City of Kingston disclosing personal information about me, my spouse or partner, and any dependents included in my/our household for the purpose of determining initial and ongoing eligibility for the Kingston-Frontenac Renovates Program.
- j) I/we have read the Kingston-Frontenac Renovates Program Guidelines and Requirements and understand the program rules and eligibility requirements.

Primary Homeowner Name (print): _____

Primary Homeowner Signature: _____ Date: _____

Secondary Homeowner Name (print): _____

Secondary Homeowner Signature: _____ Date: _____

Third Homeowner Name (print): _____

Third Homeowner Signature: _____ Date: _____

PROGRAM CONTACT INFORMATION

NOTE: If, for some specific reason you are not able to provide one of the documents listed above **OR** if you have any questions about the application form and/or process, please contact the Housing Department at housing@cityofkingston.ca or by phone at 613-546-2695 ext. 4836.

Submit completed applications to:

Mail: Attention:
Kingston-Frontenac Renovates Program
Housing and Social Services
362 Montreal St.
Kingston, ON K7K 3H5

Hand Deliver: Attention:
Kingston-Frontenac Renovates Program
Main Reception
Second Floor
362 Montreal Street, Kingston, ON

Email: housing@cityofkingston.ca

MyKingston Account: Login or sign-up for a MyKingston account and upload the completed pdf form and all of the additional supporting information through the [Housing Programs intake form](#).

To help us review your application as quickly as possible, please submit all required documentation together.

Applications will not be reviewed until all required documentation has been received.