

**MOHAWKS OF THE  
BAY OF QUINTE  
DRAFT**

**Residential Renovation  
Policy and Procedures**

**\*(Please note all changes are bold and underlined)\***

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**DATES OF COMPLETION  
AND REVISIONS**

	<b>DATE</b>	<b>MOTION #</b>	<b>SECTION</b>
COMPILED	September 26, 2001		ALL
ACCEPTED	October 3, 2001	31	ALL
REVISED	October 17, 2001	28	Revised 3.b.
REVISED	May 27, 2008	1	ALL
<b><u>REVISED</u></b>	<b><u>October 6, 2008</u></b>		

## PURPOSE

*The following policy and procedures pertains to Mohawks of the Bay of Quinte members who are making an application for a renovation loan through the mortgage program. This policy will also be utilized in conjunction with the mortgage application policy.*

*The Mohawks of the Bay of Quinte Housing Administration acknowledges the changing needs of the community and issues with regards to general economic and family growth. Applicants who wish to apply to this policy must comply with the mortgage application policy.*

*Financing is available through the Mohawks of the Bay of Quinte. The Mohawks of the Bay of Quinte offer amortization periods of up to 35 years at a fixed interest rate of 6% per annum, for the duration of the mortgage. Any overages in the applicants' renovation plans require them to show proof of and expend their own financial resources for any amount above the allotted mortgage limit, prior to any financial disbursement of the renovation loan. The renovation loan will become a part of one mortgage owing on a particular home and therefore must be repaid on a monthly or weekly basis, according to the requirements outlined at the time of financing approval.*

*Renovations must comply with the National Building Code as well as Mohawks of the Bay of Quinte by-laws, policies and regulations, in addition to many other standards and regulations set forth by Health Canada and the Wood Energy Technical Guide.*

The new renovation loan program will be open to applicants who have made a minimum of 24 on-time consecutive full mortgage payments, minus any incentive that was granted. Applicants must not have any outstanding arrears with the Mohawks of the Bay of Quinte. Additionally, attached and detached garages for residential use will also be considered as part of the renovation plans. Renovations that include garages will be processed pending funding availability. There is limited funding for renovation plans that include garages. Landscaping, fencing, and driveway improvements will also be considered as part of the renovation application.

1.

APPLICATION REQUIREMENTS
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- a. Applicant(s) must be status member(s) of the Mohawks of the Bay of Quinte. However, non-status co-applicants may be considered on the application for combined household income purposes only.
- b. Applicant(s) must hold submit a Certificate of Possession for the property associated with the renovation application and the home must be the primary residence of the applicant(s).
- c. Applicant(s) must have made a minimum of 24 on-time consecutive full payments, minus any incentives that have been granted, prior to making the application.
- d. Applicant(s) must not have accessed the Renovation Loan program within the last 24 months for the property they are applying to renovate. The only exception would be a home that has recently been deemed to be in violation of Health and Safety standards.
- e. Applicant(s) must not hold any outstanding arrears with the Mohawks of the Bay of Quinte.

2.

CONDITIONS
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- a. Applicant(s) must provide the Mohawks of the Bay of Quinte Housing Administration with fully detailed and approved renovation plans and/or blueprints, within 30 days of making the application.
- b. Applicant(s) must comply with all Mohawks of the Bay of Quinte by-laws, policies and regulations, as well as all National Building Code expectations, Health Canada standards, and any regulations of the Wood Energy Technical Guide.
- c. Applicant(s) must agree to and submit a written Housing Site Inspection report prior to final loan approval.
- d. The Mohawks of the Bay of Quinte Housing Administration will process the application in order of acceptance. The application must be complete and must have the necessary paperwork attached to the application. Incomplete applications will not be processed. It is the responsibility of the applicant(s) to ensure the completeness of their application.
- e. All renovation loan applications are processed according to funding availability. The Mohawks of the Bay of Quinte Housing Administration reserves the right to suspend the renovation loan program at any time.

- f. If approved, renovation loan applications will be processed as part of your current mortgage or create a new mortgage for the property in question. If there is currently no mortgage on the property, the applicant(s) will be required to sign a land transfer over to the Mohawks of the Bay of Quinte for the duration of the mortgage. Absolutely no funds will be released without the signed transfer. Transfers will be processed if the mortgage goes into default.
- g. All renovation loans will be subject to repayment as per the expectations of the Mohawks of the Bay of Quinte Mortgage Application Policy.
- h. Seniors who qualify for the Seniors Interest Free Loan program will be subject to that policy.

3.

**APPLICATION PROCEDURES**

- a. Applicant(s) must inquire with the Housing Accounts Manager at the Mohawks of the Bay of Quinte Housing Administration Office.
- b. Applicant(s) must ~~complete the Housing Affordability Scale with the Housing Support Worker or the Mohawks of the Bay of Quinte Housing Administration Office Manager.~~ **comply with the Mortgage Application Policy.**
- c. Applicant(s) must complete and submit the Mortgage & Renovation Application, including the submission of all required documentation **and a signed copy of the Residential Renovation Loan Policy.**
- d. ~~Applicant(s) must submit proof of their Certificate of Possession for the property they wish to renovate, to the Mohawks of the Bay of Quinte Housing Administration.~~
- e. ~~The Mohawks of the Bay of Quinte Housing Administration will complete a Credit Bureau Check on all applicants who do not have a current credit check on file. The credit check may determine the continuation of the application process.~~
- f. Applicant(s) will plan renovation according to the financial limit they could be approved for. Applicant(s) will be responsible for collecting and submitting quotes. The quotes will be used to justify the exact amount requested for the renovation loan.
- g. Once Mohawks of the Bay of Quinte Housing Administration determines the applicant's mortgage limit **according to the Mortgage Application Policy**, ~~completes a satisfactory credit bureau check,~~ and has received a completed Mortgage & Renovation Application, the applicant(s) renovation application will be processed. All recommendations for renovation approval will be forwarded to the Tyendinaga Mohawk Council.

- h. After Tyendinaga Mohawk Council approval, Mohawks of the Bay of Quinte Housing Administration will forward all documentation to ~~Mohawks of the Bay of Quinte Finance Department~~ for financial processing. It is the responsibility of the applicant to have all mortgage documents signed and a ~~pre-authorized~~ payment plan arrangement made. These plans must be made and verified to the Mohawks of the Bay of Quinte Housing Administration before the release of any funds through the Purchase Order System.
- i. Applicant(s) will be notified in writing of the status of their application and its' approval or non-approval.
- j. Applications that have not been recommended for renovation approval will be summarized in a confidential written report and presented to the Tyendinaga Mohawk Council.

4.

FINANCING

- a. The Mohawks of the Bay of Quinte will provide a repayable mortgage loan at six per cent (6%) interest per annum to an allotted maximum as determined by the Mohawks of the Bay of Quinte Housing Administration and the Tyendinaga Mohawk Council.
- b. Mortgagors have an option of financing their mortgage for an amortization period of up to 35 years.
- c. If the renovation costs are expected to exceed the maximum loan amount, the successful applicant(s) must utilize their own resources BEFORE the funds from the Mohawks of the Bay of Quinte Housing Administration will be released. It is required that the applicant(s) provide banking information to verify alternative financial resources.
- d. Financial advances will not be issued. Reimbursements may be considered with receipts.
- e. Purchase Orders for all expenditures must be obtained from the Mohawks of the Bay of Quinte Housing Administration Office. Invoices must have Purchase Order number included. Invoices must be signed by the applicant(s) before invoice is paid.
- f. Funding will not be released until all necessary documentation is complete and submitted to the Mohawks of the Bay of Quinte Housing Administration Office.
- g. Any funding not accessed within one year of approval will automatically be return to your mortgage balance. Applicant(s) renovations must be completed within one calendar year from the date of approval.

5.

COMPLIANCE

- a. Renovation applications will be disregarded if the applicant(s) fails to observe or comply with any of the terms, conditions or requirements set out in this policy. The Mohawks of the Bay of Quinte Housing Administration reserves the right to oversee

all renovations and reconsider mortgage funding at any time deemed relevant or necessary.

- b. The Mohawks of the Bay of Quinte reserve the right to approve a renovation loan under an extenuating circumstances clause where the applicants' health and safety needs are of concern.**

6.

AMENDMENTS

- a. The Mohawks of the Bay of Quinte Housing Administration and the Tyendinaga Mohawk Council reserve the right to amend this policy to adhere to the changing needs of the membership of the Mohawks of the Bay of Quinte.

7.

ACCEPTANCE

- a. Duly accepted by quorum of the Tyendinaga Mohawk Council this 17<sup>th</sup> day of October, 2001.
- b. Revisions duly accepted by a quorum of the Tyendinaga Mohawk Council this 27<sup>th</sup> day of May, 2008.

\_\_\_\_\_  
Chief R. Donald Maracle

8.

APPLICANT'S AGREEMENT

Applicant(s): I hereby agree to the above policy and shall abide to the specified requirements.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Witness