

RESIDENTIAL PROPERTY

# RESIDENTIAL PRE-QUALIFICATION

## Please read carefully.

Please read the following before submitting your Pre-Qualification Form:

- Submit this Form to assess your eligibility for the Clean Energy Improvement Program (“CEIP” or “Program”).
- Prior to submitting, review the Program Terms and Conditions for your municipality (where the project is located).
- Your municipality (where the property is located) requires supporting documentation to be submitted with this form. Please upload the required documents as outlined on your municipality’s CEIP webpage and in your municipality’s Terms and Conditions.
- After submitting this Form, if the information submitted meets requirements Alberta Municipalities will provide the Project Application Form. Submitting the Pre-Qualification Form and receiving a Project Application Form does not guarantee eligibility or financing through the Program; project financing is only reserved once a financing agreement is signed with the municipality.
- Upgrade installations cannot begin until you are pre-qualified, have completed an EnerGuide Home Evaluation, the Project Application Form is approved, and you have signed the required Program agreements.
- **Freedom of Information and Protection of Privacy (FOIP) Act and Reporting Requirements Collection of and Consent to Use Personal Information**
  - Personal information is being collected by Alberta Municipalities on behalf of your municipality, under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. The information collected from your participation in the Program will be collected and shared with your municipality to determine your eligibility for participation in the Program, to communicate with you, to administer the Program and obtain feedback to improve the Program. Information collected is managed and protected under the provisions of the Act.
  - If you have any questions or concerns about the collection of your personal information, please contact a CEIP Program Lead, located at Alberta Municipalities, #300 8616 51 Ave., Edmonton, AB T6E 6E6. Phone: 1-888-506-9996. Email: hello@myCEIP.ca

"\*" indicates required fields

## Section 1: Property Owner Details

### Primary Applicant

Provide contact information for the Primary Applicant of this project. The Primary Applicant must be a registered property owner where the project will occur.

Municipality \*

Name \*

First

Last

Email \*

Phone \*

### Other Property Owners

If there are other property owners in addition to the primary applicant listed on the registered title identify them here.

Other than the primary applicant, how many other property owners are there?

### Second Applicant

2nd Owner Name

First

Last

2nd Owner Email

2nd Owner Phone

Are you currently enrolled in either the Government of Alberta Seniors Property Tax Deferral Program or the Seniors Home Adaptation and Repair Program? \*

No

Yes

**For non-Edmonton applicants:** If you are currently enrolled in the [Alberta Seniors Property Tax Deferral Program](#) or the [Seniors Home Adaptation and Repair Program](#), please contact the Alberta Supports Contact Centre to confirm you can participate in CEIP (1-877-644-9992). Participation in CEIP may impact current or future eligibility for these programs.

## Section 2: Property Details

### A. Property Location

Complete the following information for the property where the project will occur:

Property Address \*

Street Address

Municipality

Postal Code

Property Description \*

Your legal land description, or property description, should be available on your most recent tax assessment or tax bill from your municipality. Please enter the numbers and letters, including commas or semicolons, in the order listed (e.g., plan#, block#, lot#).

Property Tax Roll Account Number \*

Found on your Property Assessment Notice.

## B. Property Type

What best describes your property? \*

Residential, fully detached

**For all applicants:** multi-unit residential buildings **with four stories or more**, and over 600m<sup>2</sup> in building area, **are not eligible** for the residential component of the Program.

**Additional restriction for Edmonton applicants:** multi-unit residential buildings **with five or more units are not eligible** for the residential component of the Program.

Is your property in a building that includes shared facilities (e.g. rec room, common entrance, utility rooms, shared roof) and will the Project impact those shared facilities? \*

- Not in a building that includes shared facilities
- In a building with shared facilities that the project will not impact
- In a building with shared facilities that the project will impact

If you selected 'In a building with shared facilities that the project will impact' written approval from the building owner or condominium board must be provided to Alberta Municipalities when submitting your Project Application.

Is your property a manufactured, mobile, or modular home? \*

- No
- Yes

If your property is a "designated manufactured home", as defined by the Municipal Government Act (MGA), you are not eligible to participate in the Clean Energy Improvement Program. A designated manufactured home is defined in Part 9, Section 284(1)(f.1) of the MGA as: 'a manufactured home, mobile home, modular home, or travel trailer.

## C. Property-Secured Debt

Property owners must be in good standing on property-secured debt payments, such as mortgage payments, to be eligible for CEIP. The following information is required to confirm eligibility.

Is there currently a mortgage on the property? \*

- No
- Yes

What is the outstanding principal left on the mortgage on the date of this application? \*

Are you current on your mortgage payments? \*

- No
- Yes

Do you have mortgage default insurance? \*

- No
- Yes

Mortgage default insurance is provided by the Canada Mortgage and Housing Corporation (CMHC), Segan, or Canada Guaranty for mortgages with down payments between 5% and 19.99%.

Is there additional property-secured debt on the property (e.g., home equity line of credit)? \*

- No  
 Yes

What type of additional property-secured debt do you hold?

What is the total amount owing on the property-secured debt as of the date of this application?

Are you current on your additional property-secured debt payments?

- No  
 Yes

### Section 3: Initial Project Information

Please select the upgrades you plan to make, and how much financing your project will require.

Select the upgrade categories you are considering for your project (select all that apply): \*

- Building envelope: insulation
- Building envelope: windows and doors
- Building envelope: air sealing
- HVAC: high efficiency furnace or boiler
- HVAC: heat pump and/or air conditioning
- HVAC: heat/energy recovery ventilation
- Lighting: controls
- Lighting: fixtures
- Renewable energy: solar photovoltaic (PV)
- Renewable energy: solar thermal
- Water: water heating
- Water: drain water heat recovery, other

Provide a best estimate of the financing amount required for your project, between \$3,000 and \$50,000 \*

Please enter a number from **3000** to **50000**.

## Section 4: Document Submission

Please upload the following required documents:

**All municipalities:** Proof that the property to be upgraded is insured (i.e., home insurance with personal liability coverage of at least \$1 million).

- Accepted proof includes an insurance binder letter or copy of a current insurance policy that clearly states the policy provider, policy number, property address, personal liability coverage, and duration of the policy. If the document submitted is an offer to renew, it must be accompanied by proof that the full premium has been paid.

Attachments \*

Drop files here or

Accepted file types: doc, docx, jpg, jpeg, png, pdf, tiff, rtf, Max. file size: 100 MB.

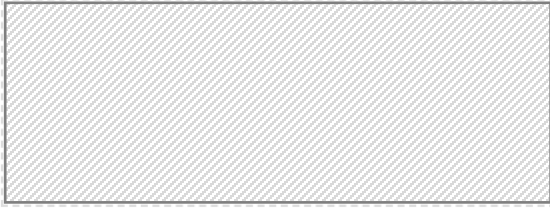
Please upload all required documents as stated in your municipality's Terms and Conditions. Select multiple forms to upload in one batch.

## Property Owner Acknowledgement

I hereby consent and acknowledge that:

1. All property owners on registered title for the property have consented to participate in the Program and I am authorized to sign and submit this form on behalf of all property owners on registered title;
2. By completing this form, I agree to release my personal information and all information contained in this form to Alberta Municipalities and the municipality in which the property is located for the purposes of administering the Program only;
3. I consent to allowing the municipality (where the project is located) to release the property tax information for the property where the project will occur to Alberta Municipalities for the purposes of administering the Program only;
4. I confirm all property owners on registered title have read and agree to the Program Terms and Conditions for the municipality in which the property is located found on myCEIR.ca;
5. I affirm that I am in good standing with respect to property tax payments for the last five years on the property where the project will occur;
6. I affirm that I am not in bankruptcy or insolvency and the property is not in foreclosure;
7. If a mortgage is on the property, I am responsible for determining if my mortgage provider requires that they provide consent for me or my property to participate in the Program and I am responsible for obtaining this consent. Failure to obtain consent from all mortgage lender(s) could result in the Participant breaching a mortgage obligation with the lender, and Alberta Municipalities and the municipality (where the project is located) are not responsible or liable for such an outcome;
8. If the property is in a building with shared facilities that the project will impact, I will obtain written approval from the building owner or condominium board and provide it to Alberta Municipalities; and,
9. I affirm all information submitted as part of this form is true to the best of my knowledge.

Primary Application Signature \*



Electronic Signature Authorization: By applying my electronic signature to this document, I agree that my electronic signature is the legally binding equivalent, and therein replaces my handwritten signature on paper. I will not, at any future time, claim that my electronic signature is not legally binding or enforceable.

Primary Applicant Name (Print) \*



Submit