



Hamilton

Planning and Economic Development Department  
Urban Renewal Section  
71 Main Street West, 7<sup>th</sup> Floor  
Hamilton, Ontario L8P 4Y5  
Phone: (905) 546-2424 Ext. 2755  
Fax: (905) 546-2693

**\$440.00 Administration Fee to Accompany Application**

**OFFICE TENANCY ASSISTANCE PROGRAM - APPLICATION FORM**  
**(PLEASE ENSURE ALL DOCUMENTS/INFORMATION OUTLINED ON PAGE 4 OF THIS DOCUMENT ACCOMPANIES YOUR COMPLETED APPLICATION)**

**APPLICANT/BUILDING OWNER INFORMATION (if applicant is other than Owner, Letter of Authorization from the Owner must be attached)**

<b>Name:</b>			
Contact Name:			
Address:			
Telephone:		Fax:	
Cell Phone:			
Email:			
If Corporation or Partnership date of Incorporation/ Registration of Business:			
Names of Registered Shareholders/ Partners (Include Percentages of Ownership):			
Current Institutional Bank or Banks: (including address)			
<b>Solicitor's Name:</b>			
Address:			
Telephone:		Fax:	
Email:			

<b>PROPERTY INFORMATION</b>	
Address:	
Tax Roll Number: (if known)	
Current Use of Property (including number of units and dedicated parking spaces):	
<b>TENANT INFORMATION (UNLESS TENANT IS APPLICANT)</b>	
Name:	
Contact Name:	
Address:	
Telephone:	Fax:
Cell Phone:	
Nature of Business:	
Current location of business:	
Proposed Term of Lease:	
Number of Employees to be Accommodated in space to be improved:	
Anticipated Occupancy Date:	
<b>PROPOSED TENANT IMPROVEMENTS</b>	
Total Number of Square Feet to be improved (if expansion of an existing tenant number of square feet of expansion):	



## DECLARATION

I/We hereby grant permission to the City of Hamilton, to carry out the necessary inquiries for the purpose of determining my/our income, assets, liabilities and credit information, including checking my/our credit report with a Credit Bureau.

**Date**

**Signature**

**Date**

**Signature**

*The personal information on this form is collected under the legal authority of the Planning Act, Section 28. The personal information will be used for determining your eligibility for a loan. If you have any questions about the collection, please contact the Co-ordinator of Urban Renewal Incentives, Urban Renewal Section,, City of Hamilton Planning and Economic Development Department, 71 Main Street West, 7th Floor, Hamilton, Ontario L8P 4Y5, 905-546-2424 x2755.*

## DOCUMENTS REQUIRED WITH APPLICATION

- Completed Application
- Incorporation Documents and list of Officers/Directors/Shareholders
- Partnership Documents and list of partners
- Accountant Prepared Financial Statements (most recent 2 years and current year to date)
- Net Worth Statement (if applicant is applying in a personal capacity)
- Business Plan or Financial Forecast
- Copy of Lease (required when executed)
- Draft Lease (if available)
- Signed Declaration (page 4)

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## CONSENT OF THE OWNER

*Complete the consent of the owner concerning personal information set out below.*

### CONSENT OF THE OWNER TO THE USE AND DISCLOSURE OF PERSONAL INFORMATION

I, \_\_\_\_\_, am the owner of the land that is the subject of this application and for the purposes of the Municipal Freedom of Information and Protection of Privacy Act authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application.

\_\_\_\_\_  
Name of Owner (please print)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

#### **Owner's Information:**

*Mailing Address:*

*City:*

*Postal Code:*

*Telephone (H):*

*Telephone (B):*

*Cell Phone:*

*Fax:*

*Email:*

*If Corporation or Partnership, Name of Registered Shareholders/ Partners and percentages of ownership*

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