

# Lead Water Service Replacement Loan Program Loan Application Form



Shaded areas are for office use only

Application Number	Application Date Received	HW CSCO Approval	Property Tax Roll Number
--------------------	---------------------------	------------------	--------------------------

**Applicant Information:**

Applicant Name		
Telephone Number	Cell Phone Number	Contact E-Mail Address

**Property Address:**

Street Address		
City	Province	Postal Code

**Private Water Service Loan Request:**

Name of Contractor	Contractor Business License No.
--------------------	---------------------------------

**Do you authorize the City to assign loan proceeds directly to the Contractor on your behalf:**

yes

Please Initial

(authorized proceeds will not exceed the Contractor's invoice or \$2,500)

**Are you eligible for a zero-interest lead line replacement loan:**

yes

no

(a qualified participant of the low-income energy program, more information on next page)

**Registered Owners of the Property (all registered owners should sign this Loan Application Form):**

By signing below, I/we acknowledge that all information provided in this Loan Application Form is accurate and agree that:

- the City shall not be liable for any damage to the Property as a result of any lead water service replacement; and
- the City shall not be responsible for the material, workmanship performed by, and/or warranty provided by the contractor or work performed by the Property owner(s).

Print Name of the Owner	Signature	Date
Print Name of the Owner	Signature	Date

For your application to be processed all information on this form **must** be completed and the completed form must be accompanied by payment of administration fee as well as a completed Lead Water Service Replacement Loan Program **Job Estimate Form**.

Personal information on this form is collected under the authority of the *Municipal Act, 2001*, section 227, and will be used to process your application and determine eligibility for the Lead Water Service Replacement Loan Program. Questions about this collection should be addressed to the Hamilton Water Division, Customer Service & Community Outreach, Monday to Friday between 8:30 a.m. & 4:30 p.m., 330 Wentworth Street North, Hamilton ON L8L 5W2, 1<sup>st</sup> Floor, Tel: 905-546-2489.

**See reverse side.**

**Prior to submitting your application form, please ensure the following:**

- At least one registered owner of the Property requiring Lead Water Service Replacement has signed the Loan Application Form;
- A completed and dated Job Estimate Form is attached and submitted together with the Loan Application Form.
- Provide payment of loan application fee in the amount of \$57.91 + HST = \$65.44. Email: [waterstorefront@hamilton.ca](mailto:waterstorefront@hamilton.ca) or call 905-546-2489 for payment options. Cheques are payable to the “City of Hamilton”.
- The applicable interest rate for loans issued in 2023 is 4.65% per annum. This annual rate remains constant for the complete repayment term of up to 10 years.
- If applying for the zero-interest loan, please provide supporting documentation confirming eligibility (for example: a participant of the Ontario Electricity Support Program (OESP) which provides monthly on-bill credits, you could provide a copy of their electric bill).

**If any of the above are excluded the Loan Application Form will not be processed and will be returned to the address provided.**

**Please submit your application to:** Attn: Lead Replacement, Customer Service  
City of Hamilton – Hamilton Water Division  
Public Works Department  
330 Wentworth Street North  
Hamilton, ON L8L 5W2

**Zero-Interest Lead Line Replacement Loan Eligibility**

Zero-interest loans may be provided under the Lead Water Service Replacement Loan Program for property owners of owner-occupied dwellings who have qualified for low-income energy customer programs such as the Low-Income Energy Assistance Program (LEAP) or the Ontario Electricity Support Program (OESP).



# Lead Water Service Replacement Loan Program Job Estimate Form

Property Address: \_\_\_\_\_

All Registered Property Owner(s) Name(s): \_\_\_\_\_

Property Owner Contact Information: Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_

Contractor Name (if applicable): \_\_\_\_\_ Contractor Phone: \_\_\_\_\_

Contractor's Business License No. \_\_\_\_\_

### Job Cost Estimate:

<b>Lead Water Service Replacement (includes all connections, excavation and backfilling)</b>	
Labour (where contractor is utilized).....	\$ _____
Equipment Charges.....	\$ _____
Materials/supplies.....	\$ _____
Water Service Permit Fee.....	\$ 294.41 (HST incl.)
Total Service Replacement Cost Estimate	
(Eligible costs for loan) \$ _____	

<b>Surface Restoration (includes driveway repaving of all types and restoration of landscaped yards)</b>	
Labour.....	\$ _____
Equipment Charges.....	\$ _____
Materials.....	\$ _____
H.S.T.....	\$ _____
Total Surface Restoration Cost Estimate	
(Ineligible costs for loan) \$ _____	

### Job Requirements

- a) Property Owner/Contractor must obtain any necessary permits, including a water service replacement permit from the City of Hamilton, Hamilton Water Division (905) 546-2489 at 330 Wentworth St N. on the first floor.
- b) Property Owner/Contractor must co-ordinate work with the City sufficiently in advance. Property Owner/Contractor is responsible for obtaining all utility locates for the work on both private property and City property. This service is provided by calling Ontario One Call 1-800-400-2255.
- c) Property Owner/Contractor must arrange for an inspection by the City with respect to the water service replacement.
- d) All work to be performed must comply with all applicable laws, including but not limited to the Ontario Building Code and all municipal by-laws.

1) Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2) Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3) Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Lead Water Service Replacement Loan Program Guidelines

## **Purpose**

Some homes in the City of Hamilton built before the mid-1950s have elevated lead levels in their water as a result of lead water service pipes running from the City's water main in the street to the home. Under the City's Lead Water Service Replacement Loan Program (the "Program"), an owner may be eligible to receive a loan to replace the private water service extension (located on private property) that is substantially composed of lead. Such a loan is only available to residential property owners.

## **Definitions**

"**contractor**" means the person hired by the owner to conduct the lead water service replacement work;

"**General Manager**" means the General Manager of Public Works or designate;

"**owner**" means the registered owner or owners of the property;

"**service extension**" means the portion of a water service pipe located on private property from the property line to the water meter location, or for a fire service to the inside of the exterior wall of a structure, i.e. an extension of a service stub;

"**service stub**" means the portion of a water service pipe located on City property from a main to the property line which will always include one control valve;

"**water service pipe**" means the pipe and fittings that convey potable water from a connection on a main or private main to the meter location, or, for a fire service, to the inside of the exterior wall of a structure.

## **Loan Availability**

Approval of all loan applications is subject to availability of funding, as determined by Council in its sole discretion from time to time.

## **Eligibility for Loan**

The following criteria must be met for an applicant to qualify for a loan under the Program:

- applicant must be the owner of the residential Property requiring lead water service replacement;
- at least one person who is registered on title as an owner of the property must apply for the loan;
- applicant must complete and submit a Loan Application Form and a Job Estimate Form (the Job Estimate Form details what work is to be done, and separates out costs for each portion of work, i.e. separate line item prices for private water service replacement, surface restoration, internal plumbing modifications up to the water meter, etc.);
- the applicant(s) must pay the \$57.91 plus HST (\$65.44) administrative fee;
- the existing service extension must be substantially composed of lead to qualify for the loan;
- work must be performed by a contractor who is licensed and the Contractor's Business License number must be provided on the Job Estimate Form;
- all municipal property taxes must be current at the time of application and at the time of loan advance;
- the owners must complete and sign a Lead Service Replacement Loan Agreement in a form acceptable to the City; and,
- the applicant must meet all other conditions of the Program.
- If applying for the zero-interest loan, the applicant must have qualified for low-income energy customer programs such as the Low-Income Energy Assistance Program (LEAP) or the Ontario Electricity Support Program (OESP).

The loan under this Program is available to residential property owners only, thereby excluding industrial, institutional or commercial enterprises.

### **Loan Details**

The only work that is eligible for a loan under the Program is the replacement, by an owner and/or its contractor, of a service extension that is confirmed by the City to be substantially composed of lead.

Loans may be available to cover all eligible estimated costs (as approved and determined by the General Manager) of replacing the owner's service extension, subject to the maximum loan amount. Loans will **not** be available to cover any other associated costs (e.g. the costs of relocating internal plumbing, repaving of a driveway, restoring landscaped yards, or any other such costs that are deemed by the General Manager to be unnecessary for the replacement of the owner's service extension are not eligible costs to be covered by the loan).

Loan applications will be processed in chronological order based on the date of receipt.

Loan approvals will be valid for twelve months from the date of the Lead Service Replacement Loan Agreement and will expire if the work is not completed within that time period (unless extended at the General Manager's sole discretion).

The amount of each loan will not exceed a maximum of \$2,500.

The loan, if approved, will be advanced to the owner or contractor if authorized upon receipt of invoices for completed work, and inspection of the completed work by City staff under a Water Service Replacement Permit.

The loan amount, including any interest, will be transferred to the owner's Alectra Utilities water account, and will be billed monthly together with applicable interest for a maximum period of up to 120 months (which is equivalent to ten years).

### **Security**

The loan will be secured by a Lead Service Replacement Loan Agreement that must be signed by at least one registered owner of the Property in connection to which the loan is advanced, and will be added to the owner's Alectra Utilities water and wastewater/storm account. The loan will show as a payment arrangement on the Alectra Utilities water and wastewater/storm account.

### **Repayment of the Loan**

Repayment of the loan plus interest will be made monthly through the owner's Alectra Utilities water and wastewater/storm account for a term agreed upon in the Lead Service Replacement Loan Agreement signed by the Property owner(s). Full repayment (including interest if applicable) can be made at any time with no penalty to the owner.

In the event of default of any of the conditions of advancement, default in loan repayment, or in the event of disposition of the Property or any part of the Property in connection to which the loan was advanced, the outstanding loan balance (including principal and applicable interest) **will immediately become due and payable by the owner(s)**. A penalty of 19.56% per annum will be applied against the unpaid balance. Amounts that remain outstanding 60 or more calendar days beyond the invoice due date will be transferred to the property tax roll. For each transfer of arrears to the tax roll an administration fee will be applied to the account. The balance transferred to the tax roll will incur a penalty of 15% per annum will be applied against any unpaid balance applied at 1.25% per month applied the first day past due.

In the sole discretion of the City, the loan may be transferred to a new owner of the Property for which the loan was advanced on the same re-payment terms provided that the new owner agrees to the terms and conditions of the loan by executing a Lead Service Replacement Loan Agreement in the form acceptable to the City.

## **Application Procedure**

1. The applicant owner will be required to complete a Loan Application Form provided by Hamilton Water, Public Works Department. At least one person who is registered on title as an owner of the Property for which the loan application is being filed is required to sign the Loan Application Form.

In addition to the completed Loan Application Form, the applicant must:

- submit the administration fee
- submit a completed Job Estimate Form (only prices for service extension replacement are eligible for the loan);
- submit a copy of hydro bill to show enrollment in low-income energy customer programs such as the Low-Income Energy Assistance Program (LEAP) or the Ontario Electricity Support Program (OESP) if applying for zero-interest loan;
- submit such other further information or documentation as may be required by the General Manager;
- provide access to the Property to the General Manager or its designate to confirm that the service extension material is lead.

Any work that is started or completed prior to the approval of the loan application will be ineligible under the Program (unless this condition is waived at the General Manager's sole discretion).

2. The City will review the Loan Application Form and supporting documentation, decide whether to approve the loan, and determine the approximate loan amount. The City will advise the applicant in writing of its decision and will provide a Lead Service Replacement Loan Agreement for the registered owners to sign.
3. The owner(s) will complete and sign the Lead Service Replacement Loan Agreement, forwarding the originally signed version to Finance and Administration Hamilton Water Division, 100 King Street West, 2<sup>nd</sup> Floor, Hamilton ON, L8P 1A2.
4. The owner or contractor must obtain all necessary permits, including a Water Service Replacement Permit from the City's Hamilton Water Division (330 Wentworth Street North, Hamilton, 905-546-2489), prior to commencing work. Failure to obtain the Water Service Permit or the related inspection may result in the cancellation of any approved loan amounts.
5. The owner or contractor must co-ordinate work with the City sufficiently in advance. The owner or contractor must ensure that all utility locates are obtained for the work on both private property and City property.
6. The owner or contractor must arrange for a Water Service Replacement Permit inspection by the City when the replacement work is completed. The City may, at its sole discretion, cancel any approved loan amounts relating to Water Service Replacement Permits that have not had an inspection by the City.
7. Within twelve months of the date of the Lead Service Replacement Loan Agreement, the owner must submit to the City the final invoice from the contractor setting out the amount due for the work and/or invoices for materials and equipment related to the service extension replacement work performed by the owner. Any invoice submitted more than twelve months after the date of the Lead Service Replacement Loan Agreement will be ineligible for payment of the loan. The City will not provide a loan for an amount greater than the maximum loan amount of \$2,500, even where the final invoice is greater than the maximum loan amount.

### **Information to Accompany Application Form**

- completed Loan Application Form signed by at least one person who is registered on title as an owner of the Property;
- payment of the administration fee;
- completed Job Estimate Form (only prices for service extension replacement are eligible for the loan);
- If applying for the zero-interest loan, please provide supporting documentation confirming this (example: a participant of the Ontario Electricity Support Program (OESP) which provides monthly on-bill credits could provide a copy of their bill);
- such other further information or documentation as may be required by the General Manager.

### **Discontinuation of Program**

The terms of the Program are subject to change. The City may periodically review the Program Guidelines to determine if the Program should continue, be modified, or cease to issue any new loans. The City may discontinue the Program at any time.

### **City Not Liable**

In order to qualify for a loan, the owner must agree that the City shall not be liable for any damage to the owner's property as a result of any lead private water service extension replacement work.