Affordable Housing Report / Rental Conversion Assessment

PURPOSE:

This document provides guidance for the preparation of an Affordable Housing Report / Rental Conversion Assessment, which may be required for the submission of an application under the Ontario *Planning Act* for lands within the Downtown Hamilton Secondary Plan area where more than three (3) units are proposed to be converted or demolished, and the City's Rental Housing Protection By-law 24-109 is not applicable. All Affordable Housing Reports / Rental Conversion Assessments shall follow the guidelines contained and referenced in this document.

The Affordable Housing Report / Rental Conversion Assessment provides information to confirm that the proposal complies with the policies of the Downtown Hamilton.

PREPARED BY:

Affordable Housing Reports / Rental Conversion Assessments must be prepared by a Registered Professional Planner (RPP) or Certified Planning Technician (CPT).

CONTENTS:

The assessment shall include the following rental information:

- A description of the proposed demolition or conversion;
- A description of any related planning applications;

- A justification of the development, conversion or demolition explaining how it supports the City of Hamilton's economic growth, City/provincial housing targets and meeting City's housing needs;
- The number of existing dwelling units;
- The number of existing and proposed rental units by unit type, including the number of bedrooms and floor area;
- The rent roll(s) for each of the existing rental units within the residential rental property, categorized by unit type;
- For vacant units, the last rents charged for each unit, categorized by unit type;
- Confirmation of what is included in rent that may be altered by a conversion (i.e. cable bill, storage lockers, parking);
- A list containing the names and mailing addresses of the tenants of the residential rental property proposed for demolition or conversion; and,
- A plan for replacement of the units proposed to be converted or demolished.

OTHER INFORMATION:

Rental Housing Protection By-law User Guide

Rental Housing Protection | City of Hamilton

CONTACT:

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