

Toilet Replacement Program Multi-Unit Residential Properties

Application Form – to be submitted & approved before retrofit work begins

Applicant Information

Building Owner: _____

Mailing Address: _____

Contact Name: _____

Telephone: _____ Fax: _____

E-mail: _____

Building Details

Building Address: _____

Utilities Kingston Billing Account # _____	No. of Units: _____	No. of Toilets: _____
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Toilet Replacement Details

of toilets _____ Age of existing toilets _____ Flush Volume _____

Make & Model of existing toilets _____

of toilets in Social Housing Units? _____ **You must complete the toilet inventory attached.**

Authorization

I am the _____ of the above property and have the authority to execute this Application.
Owner, Property Manager etc.

I have read, understood and agreed to the attached terms and conditions:

 Authorized Signature _____ Date _____

 Print Name

Office Use Only: Pre Approval Notice Sent: _____ (yy/mm/dd)

Pre-Approval Sent By: _____
UK Staff Name Title

TERMS AND CONDITIONS

1. Eligible Buildings

To be eligible for consideration for participation in the Program, the proponent must:

- (a) be located in the Utilities Kingston water and sewer service area;
- (b) be classified as a multi-unit residential building (high rise or low rise apartment building, condominium, co-operative) containing three or more residential units; or,
- (c) be a Social Housing Unit(s) administered by one of the sixteen Social Housing Providers in receipt of funding from the City of Kingston.

2. Conditions for Payment

Payment of an incentive under the Program will be conditional on:

- (a) Project pre-approval by Utilities Kingston;
- (b) complete installation of the number of eligible toilets indicated on the Utilities Kingston list;
- (c) proper disposal of old toilets or other equipment as described in paragraph 6;
- (d) the Applicant providing access to the building after the installation for inspection to permit an inspector authorized by Utilities Kingston to verify that the make and model of each and every toilet or other piece of equipment installed is eligible for an incentive under the Program, and is as described in application documentation. Utilities Kingston may require the proponent to provide photographic evidence showing the pre and post project condition of toilets or other equipment.
- (e) exclusion of the incentive amount paid by Utilities Kingston to the Applicant for installing any Utilities Kingston selected toilet from the costs listed in any application for a rent increase over and above the maximum increase normally permitted under Ontario law or otherwise;

3. Selection of Participants

Utilities Kingston wishes to pay the incentives available under the Program on a fair basis to a broad range of eligible applicants, and therefore will take such steps as it deems appropriate to ensure that no single applicant receives a disproportionate share, regardless of whether or not the Program monies are exhausted.

Utilities Kingston reserves the right to limit the number of incentives in any building with respect to which it offers an incentive under the Program.

4. Application Deadline and Potential Extensions

Following the commencement of the Program, if Utilities Kingston determines that the number of acceptable applications is sufficient for the purposes of the Program, it will refuse all future applications.

5. Applicant's Responsibility

Each selected Applicant must assume all financial and other responsibility for:

- (a) choosing the new toilet(s) from Utilities Kingston's list;
- (b) choosing the installers of any toilets or equipment, if so required;
- (c) the installation of selected toilet(s);
- (d) any preparatory plumbing work or any plumbing repair work that is required for the proper installation of Utilities Kingston selected toilet(s);
- (e) ensuring that all plumbing work required for toilet retrofits is done in accordance with Ontario plumbing regulations by appropriately licensed persons.

- (f) the proper disposal of the old toilet(s) in accordance with clause 3(b).
- (g) any and all liability related to the installation and use of toilets or equipment for which incentive payments are applied for.

6. Proof of Compliance

In order for the Applicant to become entitled to the financial incentive for participating in the program, the application documentation must be properly completed so as to identify the building, and be signed by the Applicant. Additional documentation required by Utilities Kingston before payment can be made includes:

- (a) a copy of the dated original sales receipt for the pre-approved number of Utilities Kingston selected toilet(s) or the pre-approved equipment showing the make and model; and
- (b) a copy of the original weigh scale receipt for the disposal of all the toilets or other equipment at a disposal facility, or, at Utilities Kingston's discretion, a letter from the owner/property manager certifying disposal; and
- (c) the "Toilet Inventory List" showing the location (suite number), the make and model and number of Utilities Kingston selected toilets at that location, and the number of residents in each unit.

Utilities Kingston shall inspect projects and make payment of any financial incentives due under the program within approximately 2 months of submission of the material described above, subject to the Applicant's compliance with these Terms and Conditions.

8. Provision to Utilities Kingston of Information and Access

Each selected Applicant must provide Utilities Kingston with:

- (a) access during the installation period and/or after the installation for a period up to six (6) months from the "Incentive Payment Date" to verify the installation and/or to verify that the flush volume of each installed toilet if Utilities Kingston so requests;
- (b) access to the water meter for the purposes of attaching and taking readings from temporary monitoring equipment at Utilities Kingston's expense at any time up to 5 years if Utilities Kingston so requests;

Utilities Kingston shall be entitled to use information, photographs and other data submitted by the customer in reports and/or case studies produced by and/or for Utilities Kingston.

Utilities Kingston will only approve applications if:

- (a) the Applicant submits all required forms, calculations, or other materials, and the information contained therein, directly to Utilities Kingston; or,
- (b) the Applicant submits the form to Utilities Kingston through a third party acting as the Applicant's agent

9. Disclaimer and Release

Utilities Kingston makes no representation or warranty regarding the performance of any toilet or piece of equipment installed. Utilities Kingston makes no representation or warranty, express or implied, relating to the competence, workmanship, or suitability of any party. By submitting an Application and/or allowing an application to be submitted through a third party of the Applicant's choosing, each Applicant will be taken to have fully and unreservedly released Utilities Kingston with respect to any and all actions, causes and actions, claims and demands for damages, loss or injury arising out of or in any way related or connected to the handling of the form or information contained therein.

