



REQUEST FOR PROPOSAL

FOR

PROPERTY MANAGEMENT SERVICES 1 TO 50 UNITS

Date issued: October 03, 2014

Solicitation File #: 201403438

Contracting Authority:

Solicitation Closes: October 31, 2014
4:00 p.m. EDT

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Default Management and Real Estate

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Canada



TABLE OF CONTENTS

1	SECTION 1 GENERAL INFORMATION.....	3
1.1	OVERVIEW OF SECTION 1	3
1.2	INTRODUCTION AND SCOPE	3
1.3	CMHC BACKGROUND.....	4
1.4	PURPOSE OF REQUEST FOR PROPOSAL.....	4
	<i>All Non-Research Service Providers</i>	<i>4</i>
1.5	SCHEDULE OF EVENTS.....	5
1.6	MANDATORY REQUIREMENTS	5
1.7	PROPONENT FEEDBACK.....	6
1.8	INCOME TAX REPORTING REQUIREMENT	6
2	SECTION 2 SUBMISSION INSTRUCTIONS.....	7
2.1	OVERVIEW OF SECTION 2	7
2.2	CERTIFICATE OF SUBMISSION MANDATORY	7
2.3	DELIVERY INSTRUCTIONS AND DEADLINE MANDATORY.....	7
2.4	INQUIRIES	9
2.5	COMMUNICATION	9
2.6	PROPONENT CONTACT.....	9
2.7	OFFERING PERIOD MANDATORY	10
2.8	CHANGES TO SUBMISSION	10
2.9	PROPOSAL SUBMISSION REQUIREMENTS MANDATORY	10
2.10	MULTIPLE PROPOSALS	11
2.11	LIABILITY FOR ERRORS	11
2.12	VERIFICATION OF PROPONENT’S RESPONSE	11
2.13	OWNERSHIP OF RESPONSES	11
2.14	PROPRIETARY INFORMATION.....	12
2.15	CORPORATION IDENTIFICATION.....	12
2.16	DECLARATION RE: GRATUITIES	12
2.17	CONFLICT OF INTEREST (SEE ARTICLE 14 OF SECTION 6, PROPOSED CONTRACT)	12
2.18	DECLARATION RE: BID RIGGING AND COLLUSION.....	13
2.19	BID AND CONTRACT SECURITY	13
2.20	INTELLECTUAL PROPERTY RIGHTS	14
2.21	NON-DISCLOSURE OF CMHC INFORMATION.....	14
3	SECTION 3 STATEMENT OF SERVICES.....	15
3.1	OVERVIEW OF SECTION 3	15
3.2	MANDATORY REQUIREMENTS	15
3.3	STATEMENT OF SERVICES.....	15
	<i>3.3.1 Territory covered by the contract.....</i>	<i>16</i>
4	SECTION 4 PROPOSAL REQUIREMENTS.....	18
4.1	OVERVIEW OF SECTION 4	18
4.2	MANDATORY PROPOSAL REQUIREMENTS	18
4.3	ADDITIONAL PROPOSAL REQUIREMENTS MANDATORY	18
4.4	PROPONENT’S QUALIFICATIONS MANDATORY.....	19
4.5	RESPONSE TO STATEMENT OF SERVICES MANDATORY.....	19
4.6	FINANCIAL INFORMATION MANDATORY	19
	<i>4.6.1 Credit Check.....</i>	<i>19</i>
	<i>4.6.2 Financial Capacity.....</i>	<i>19</i>
4.7	PROPERTY MANAGEMENT FEES MANDATORY.....	20

5	SECTION 5 EVALUATION AND SELECTION	21
5.1	OVERVIEW OF SECTION 5	21
5.2	LIMITATION OF DAMAGES	21
5.3	EVALUATION TABLE	21
5.4	EVALUATION METHODOLOGY	21
5.5	FINANCIAL EVALUATION.....	23
5.6	PROPONENT SELECTION	23
6	SECTION 6 PROPOSED CONTRACT.....	24
6.1	OVERVIEW OF SECTION 6	24
6.2	MANDATORY CONTRACT TERMS AND CONDITIONS	24
6.3	PROPOSED CONTRACT	24
7	SECTION – APPENDICES.....	25
7.1	APPENDIX A: ADDITIONAL PROPOSAL REQUIREMENTS (SUBSECTION 4.3)	25
7.2	APPENDIX B: PROPONENT’S QUALIFICATIONS AND RESPONSE TO STATEMENT OF SERVICES (SUBSECTIONS 4.4 AND 4.5).....	27
7.3	APPENDIX C: PROPERTY MANAGEMENT FEES (SUBSECTION 4.7).....	30
7.4	APPENDIX D: EVALUATION TABLE (SUBSECTION 5.3).....	32
7.5	APPENDIX E: MANDATORY COMPLIANCE CHECKLIST (SUBSECTION 2.1).....	33
7.6	APPENDIX F: CERTIFICATE OF SUBMISSION (SUB-SECTION 2.2) MANDATORY	34
7.7	APPENDIX G: PORTFOLIO INVENTORY AS OF AUGUST 31, 2014	35
7.8	APPENDIX H: STATISTICS (FOR INFORMATION PURPOSES).....	47
7.9	APPENDIX I: TAKEOVER REPORT	49
7.10	APPENDIX J: MONITORING REPORT.....	53
7.11	APPENDIX K: WORK AUTHORIZATION REQUEST	54
7.12	APPENDIX L: “CITÉ DU HAVRE” LANDS, AVENUE DUPUY, IN MONTRÉAL (PARCELS A AND B)	55
7.13	APPENDIX M: REGISTER OF VISITS	56
7.14	APPENDIX N: NOTICE – ACCIDENT (GENERAL) – CMHC 156.....	57
7.15	APPENDIX O: REPORT – FIRE / PROPERTY LOSS INCIDENT – CMHC.....	58
7.16	APPENDIX P: FINANCIAL REPORT AND TABLES 1 TO 11	59

1 SECTION 1 GENERAL INFORMATION

1.1 Overview of Section 1

The purpose of this section is to provide general information about CMHC and this request for proposal.

1.2 Introduction and Scope

Canada Mortgage and Housing Corporation (CMHC) wishes to enter into *two (2) property management contracts* with two (2) property management firms (hereinafter referred to as the “proponents”) for its properties and those for which it is a creditor comprising 1 to 50 units located throughout the province of Quebec.

The real estate portfolio consisting of 370 properties in the category of 1 to 6 units and 16 properties (277 units) in the category of 7 to 50 units will be divided into two contracts, one of which will be made up of approximately 65 per cent of the current portfolio and the other of approximately 35 per cent, as detailed in appendix G, subsection 7.7.

CMHC is seeking two (2) property managers able to offer and provide well-structured, quality management and caretaking services for its real estate portfolio for purposes of sale. The two (2) property managers must demonstrate strong property management experience and the capacity to manage a real estate portfolio and be able to effectively manage CMHC’s activities as described in this request for proposal.

The aggregate value of all these services is expected to be approximately \$12,500,000 CDN, including all applicable taxes.

The agreement will take effect on or about December 1, 2014, for an initial term of twenty-three (23) months, with a possibility of two (3) renewal options of (1) year under the same terms and conditions, at the discretion of CMHC.

Canada Mortgage and Housing Corporation shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to a qualified, approved proposal.

More detailed specifications can be found in section 3, Statement of Services.

1.3 CMHC Background

CMHC is the Government of Canada's National Housing Agency, with a mandate to help Canadians gain access to a wide choice of quality, affordable homes. It is a Crown corporation, with a Board of Directors, reporting to Parliament through the Minister of Employment and Social Development, and Minister responsible for Canada Mortgage and Housing Corporation, the Honourable Jason Kenney.

CMHC has more than 2,000 people located at its National Office in Ottawa, and at various business centres throughout Canada. The business centre areas are divided into five regions: Atlantic; Quebec; Ontario; British Columbia; and Prairies and Territories.

1.4 Purpose of Request for Proposal

CMHC uses a request for proposal (RFP) to describe its requirements, ask firms for their proposed solutions, describe the criteria which will be used in evaluating proposals and selecting a proponent, and outline the terms and conditions under which the successful proponent will operate or supply goods and/or services. In an RFP process, proposals and proponents are evaluated in terms of ability to satisfy the stated requirements.

All Non-Research Service Providers

CMHC's contracting and procurement activities are decentralized among CMHC's National Office in Ottawa and various business centres throughout Canada.

The policy pertaining to the selection of suppliers is based on the principle that all suppliers must be treated fairly and equally. Suppliers are defined as an individual or firm that could provide, or has provided, goods or services or construction under contract.

CMHC utilizes the Supplier Information (SI) database, maintained by **Business Access Canada** as the Official CMHC source list. All proponents **must** be registered with **Business Access Canada** prior to submitting a proposal. The Procurement Business Number (PBN) provided by **Business Access Canada** must be included with your proposal. If you are not registered, and you wish to do so, you may access **Business Access Canada** (<https://buyandsell.gc.ca/>) or you may call their Information Line at: 1-800-811-1148. Present suppliers not registered with Business Access Canada are required to self-register on the SI via the Business Access Canada website.

1.5 Schedule of Events

The following schedule summarizes significant target events for the RFP process. The dates may be changed by CMHC at its sole discretion and shall not become conditions of any contract which may be entered into by CMHC and the selected proponent.

Date	Activities
October 3, 2014	Issuance of request for proposal
October 24, 2014 at 4:30 p.m.	Deadline for submitting questions
October 31, 2014 at 4:00 p.m.	Proposal submission deadline
November 3, 2014, to November 5, 2014	Evaluation of proposals
November 12 to 12, 2014	Contract award and announcement of successful proponent
December 1, 2014	Commencement of contracting activities
Upon request	Debriefing to unsuccessful proponents

1.6 Mandatory Requirements

Throughout this RFP, certain requirements are identified as mandatory. A mandatory requirement is a minimum standard that a proposal must meet in order to be considered for further evaluation. Mandatory is defined as having substantial compliance as assessed by CMHC in its sole and absolute discretion.

Mandatory requirements are identified in:

- Section 2, Submission Instructions,
- Section 4, Proposal Requirements,
- Section 6, Proposed Contract, and
- Appendix A, Certificate of Submission.

Caution: Proposals which fail, in the sole discretion of CMHC, to meet any mandatory requirement will be eliminated from further consideration in the evaluation process. However, CMHC reserves the right to waive certain mandatory requirements to better serve its interests. This clause should be interpreted solely for the benefit of CMHC and not for the benefit of the proponents.

1.7 Proponent Feedback

CMHC aims to continuously improve its bid documents and procedures. CMHC welcomes input regarding proponent experience in responding to its RFPs, whether as a compliment or suggestion for future RFPs.

Proponents may submit comments labelled as *Proponent Feedback RFP 201403438* to the name and address provided in section 2.4.

As CMHC does not wish to be perceived as influenced by such feedback in the award decision, proponents are requested to submit their feedback after the contract award has been announced.

Any proponent who notes a material flaw in the RFP that could affect the outcome should report it as specified in section 2.4.

1.8 Income Tax Reporting Requirement

As a federal Crown Corporation, CMHC is obliged under the Income Tax Act and Regulations to report payments made by the Corporation to suppliers of goods and/or services by using a T1204 supplementary slip. CMHC must therefore obtain the necessary information from firms (including the proponent's social insurance number and/or corporate identification number) in order to allow it to complete the T1204 supplementary slip. The lead proponent(s) will be required to complete and sign a Supplier – Direct Deposit and Tax Information Form (CMHC/SCHL 3085) prior to execution of this agreement.

2 SECTION 2 SUBMISSION INSTRUCTIONS

2.1 Overview of Section 2

The purpose of section 2 is to inform the proponent about CMHC's procedures and rules pertaining to this RFP process.

Proponents are advised that CMHC has provided as appendix E, subsection 7.5, a Mandatory Compliance Checklist for your benefit to complete prior to submission. This is to assist you in ensuring that you comply with all Mandatory criteria as non-compliance will result in disqualification.

2.2 Certificate of Submission Mandatory

The Certificate of Submission, appendix F, subsection 7.6, summarizes some of the mandatory requirements set out in the RFP. It is a mandatory requirement that a proposal include a Certificate of Submission (or an accurate reproduction) signed by the proponent. Refer to section 1.6, Mandatory Requirements.

Proponents must submit a signed Certificate of Submission as part of their proposal. Should a proponent not include the signed Certificate of Submission the proponent will be notified by CMHC and given 48 hours in which to meet this requirement.

The Certificate of Submission must be attached in appendix A, subsection 7.1.

2.3 Delivery Instructions and Deadline Mandatory

Timely and correct delivery of proposals to the exact specified proposal delivery address is the sole responsibility of the proponent. All risks and consequences of incorrect delivery of proposals are the responsibility of the proponent. CMHC will not assume or have transferred to it those responsibilities. Proposals may be submitted in English or in French.

Number of Copies

One (1) signed original and three (3) copies of the complete proposal are to be submitted.

Method of Sending

Proposals sent by facsimile machine or e-mail will not be accepted.

Packaging and Address

Proposals, including all supporting documentation, are to be sealed and meet the requirements set out in section 2.9 below. The outermost packaging of the proposal, including any courier or delivery packaging, must indicate all of the following information and be addressed exactly as follows:

Attention: Centre for Default Management and Real Estate
Canada Mortgage and Housing Corporation
Simon Lahoud, Principal
1100 René-Lévesque Blvd. West, 1st Floor
Montréal, Quebec H3B 5J7

**PROPOSAL CALL: Property Management Services
RFP - 201403438**

Submission Deadline

Mandatory

Your proposal must be **received** at the exact location as specified above on or before the submission deadline set as:

4:00 p.m. local Montréal time (EDT), on October 31, 2014

Proposals arriving late will be automatically rejected and returned, unopened, to the proponent.

Timely and correct delivery of proposals to the exact specified proposal delivery address is the sole responsibility of the proponent. All risks and consequences of incorrect delivery of proposals are the responsibility of the proponent. CMHC will not assume or have transferred to it those responsibilities. All registered times will be in accordance with the time CMHC computer servers **receive** the submission, not the time the proposal was sent by the proponent.

2.4 Inquiries

All questions regarding this RFP must be sent by e-mail or facsimile to the following:

Monika Morrison
Senior Advisor, Procurement
Fax: 613-748-2079
mmorriso@cmhc-schl.gc.ca

Information given verbally by any person within CMHC shall not be binding upon CMHC. Proponents must have written confirmation from CMHC for any changes, alterations, etc., concerning this RFP. CMHC cannot guarantee a reply to inquiries received less than **seven (7) calendar days** prior to the closing date.

All written questions submitted, which in the opinion of CMHC affect all proponents, will be answered by CMHC in writing and distributed to all proponents by facsimile, e-mail or GETS. All identification related to the inquiry will be removed in the response. Any questions of a proprietary nature must be clearly marked. CMHC will determine, at its sole discretion, whether it will respond to the question.

In the event that it becomes necessary to revise any part of the RFP as a result of any inquiry or for any other reason, an addendum to this RFP will be provided to each proponent to whom CMHC has issued this RFP by facsimile, e-mail or GETS.

2.5 Communication

During proposal evaluations, CMHC reserves the right to contact or meet with any individual proponent in order to obtain clarification of its submission or to gain insight into the quality and scope of relevant services. A proponent will not be allowed to add, change or delete any information during this process. CMHC is in no way obliged to meet with any or all proponents for this purpose.

2.6 Proponent Contact

The proponent shall name a person in their proposal to act as a primary contact for CMHC during the evaluation period. A secondary contact should also be provided for backup purposes.

2.7 Offering Period

Mandatory

All responses must provide that the terms of the response, including the pricing proposal, shall remain valid and binding on the proponent for a period of ninety (90) days following the closing date.

The offering period confirmation letter must be attached in appendix A, subsection 7.1.

2.8 Changes to Submission

Changes to the submitted proposal can be made, if required, provided they are received as an addendum to, or clarification of, previously submitted proposal, or as a complete new proposal to cancel and supersede the earlier proposal. The addendum, clarification or new proposal must be submitted as per the delivery instructions outlined in section 2.3, be clearly marked “**REVISION**” and be received no later than the submission deadline. In addition, the revised bid must include a description of the degree to which the contents are in substitution for the earlier proposal.

2.9 Proposal Submission Requirements

Mandatory

Proponents must submit a proposal that complies with the requirements of this document.

Proponents must submit a proposal covering all the regions.

To ensure the integrity and transparency of the selection process, proposals must be submitted in an envelope containing:

- **appendix A, subsection 7.1, and appendix B, subsection 7.2, duly completed; and**
- **a sealed envelope containing the duly completed form in appendix C, subsection 7.3, Property Management Fees.**

Proposals not meeting this submission requirement may be rejected and will then be returned to the proponent.

2.10 Multiple Proposals

Proponents interested in submitting more than one proposal may do so, providing that each proposal stands alone and independently complies with the instructions, conditions and specifications of this request for proposal.

2.11 Liability for Errors

While CMHC has made considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by CMHC, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions in respect of the matters addressed in this RFP.

2.12 Verification of Proponent's Response

The proponent authorizes CMHC to conduct such investigation as it deems appropriate to verify the contents of the proponent's response.

2.13 Ownership of Responses

All responses and related materials become the property of CMHC and will not be returned. CMHC will not reimburse the proponent for any work related to, or materials supplied in the preparation of the RFP response.

All information regarding the terms and conditions, financial and/or technical aspects of the proponent's proposal, which, in their opinion, are of a proprietary or confidential nature, must be clearly marked "**PROPRIETARY**" or "**CONFIDENTIAL**" at **each item** or at the **top of each page**. Proponents' documents and information so marked will be treated accordingly by CMHC. Notwithstanding the foregoing, proponents are advised that as a Crown corporation, CMHC is subject to the federal legislation with respect to access to information and privacy. Information submitted by third parties will be protected or may be required to be disclosed in specific circumstances pursuant to the federal legislation.

2.14 Proprietary Information

Information contained in this RFP is to be considered “Proprietary Information,” and the proponent is not to disclose this information to any party other than the proponent’s employees or agents participating in the response to this RFP.

2.15 Corporation Identification

The proponent agrees not to make any use whatsoever of CMHC’s name, logo or initials, including public advertisement, without the express written consent of CMHC.

2.16 Declaration re: Gratuities

In submitting its proposal, the proponent certifies that no representative for the proponent has offered or given a gratuity (e.g. an entertainment or gift) to any CMHC employee, Board member or Governor-in-Council appointee; and intended, by the gratuity, to obtain a contract or favourable treatment under a contract.

2.17 Conflict of Interest (see article 14 of section 6, Proposed Contract)

- (a) The proponent and its principals, employees and agents must avoid any conflict of interest during the term of this agreement and shall immediately declare any existing, potential or apparent conflict and shall, upon direction of CMHC, take steps to eliminate any conflict or perception that a conflict of interest exists.
- (b) The proponent must not provide any services to any third party in circumstances that might reasonably give rise to a conflict of interest, including a conflict between the proponent’s duties to that third party and the proponent’s duties to CMHC.
- (c) In the event that a conflict of interest, real or perceived, cannot be resolved to the satisfaction of CMHC, CMHC shall have the right to immediately terminate the agreement. All portions of the work which have been completed at the date of termination shall be forwarded to CMHC, and CMHC shall be liable for payment to the proponent of an amount which, in the sole opinion of CMHC, constitutes reasonable payment for the partial performance of the proponent’s obligations under the agreement. Upon such payment, CMHC shall have no further obligation of any nature or kind to the proponent.
- (d) Any former public office holder must be in compliance with the post-employment provisions of the Conflict of Interest and Post-Employment Code for Public Office Holders (2012) in order to derive a direct benefit from any contract which may arise from this request for proposal.

2.18 Declaration re: Bid Rigging and Collusion

In submitting its proposal, the proponent certifies that:

- (a) that the prices submitted in its proposal have been arrived at independently from those of any other proponent;
- (b) the prices as submitted have not been knowingly disclosed by the proponent, and will not knowingly be disclosed by the proponent prior to award, directly or indirectly, to any other proponent or competitor; and
- (c) no attempt has been made, nor will be made, to induce any other person to submit, or not to submit, a proposal, for the purpose of restricting competition.

2.19 Bid and Contract Security

The submission must be accompanied by bid security in the amount equal to FIFTY THOUSAND dollars (\$50,000) in one of the following forms:

- (a) surety (bid) bond,
- (b) a certified cheque drawn on a bank to which the Bank Act or Quebec Savings Banks Act applies,
- (c) bearer or negotiable bonds issued or guaranteed by the Government of Canada, or
- (d) a bank draft.

Any bond submitted with this proposal must be obtained from the list of Treasury Board approved bonding companies. This list is located at the following website:

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?section=text&id=14494#appL>

If the proponent is not selected, the bid security will be returned. The securities of the successful proponents will serve as contract securities. The contract securities will be in the respective amounts of FIFTY THOUSAND dollars (\$50,000) for the contract under which the portfolio will be approximately 65 per cent and TWENTY-FIVE THOUSAND dollars (\$25,000) for the second contract. The amounts paid will be retained for the duration of the contracts, including any renewal, except in the case of the second contract, under which an amount of \$25,000 will be returned to the proponent.

CMHC shall cash the certified cheques provided as contract security. CMHC will reimburse this sum to the proponent once the contract has been properly executed or terminated.

The bid security must be attached in appendix A, subsection 7.1.

2.20 Intellectual Property Rights

All material, reports and other work product produced under this (RFP and the resulting) agreement will be the sole property of CMHC. The proponent warrants that it is and shall remain the only person who has or will have moral rights in the material created by the proponent and supplied under this agreement, and the proponent hereby waives, in favour of CMHC, all moral rights in the material, as provided for in the law of copyright. Upon the material coming into existence, the proponent agrees to execute any document requested by CMHC acknowledging CMHC's ownership of the material and work product and the waiver of the proponent's moral rights therein.

2.21 Non-Disclosure of CMHC Information

Under this section, "CMHC Information" refers to any and all information which is managed, accessed, collected, used, disclosed, retained, received, created or disposed of in order to fulfil the requirements of the contract, however obtained. Without limiting the generality of the foregoing, CMHC Information includes data held in any type of electronic format and information provided directly, indirectly or through third parties to the proponent, any subcontractor, reseller, agent or any other person engaged to perform the work under the contract.

The proponent acknowledges and understands that all CMHC Information is subject to Canadian laws on privacy and access to information under which CMHC is bound and that CMHC considers CMHC Information to be under its custody and control at all times.

The proponent further understands and agrees to treat all CMHC Information as proprietary, confidential and sensitive unless otherwise agreed to in writing by CMHC. The proponent shall restrict access to CMHC Information to those persons who have a need to know this information in order to perform the work under the contract.

The proponent shall ensure that CMHC Information remains in Canada. The proponent expressly agrees to segregate CMHC Information (whether in electronic format or in hard copy) from any other information in a database or repository physically independent from all other databases or repositories. Without limiting the generality of the foregoing, the proponent shall not, and shall ensure that any subcontractor, reseller, agent or any other person engaged to perform any part of the work does not, release, share or otherwise divulge CMHC Information to any other person including subsidiaries, branch offices, partners of the Contractor or subcontractors without the prior written consent of CMHC.

3 SECTION 3 STATEMENT OF SERVICES

3.1 Overview of Section 3

This section of the RFP is intended to provide the prospective proponent with the information necessary to develop a competitive proposal. The Statement of Services is a complete description of the tasks to be done, results to be achieved and/or the goods to be supplied.

3.2 Mandatory Requirements

A mandatory requirement is a minimum standard that a proposal must meet in order to be considered for further evaluation.

Any mandatory requirements associated with the Statement of Services are clearly identified in section 4, Proposal Requirements.

The Mandatory Compliance Checklist is located in appendix E, subsection 7.5.

3.3 Statement of Services

The proponent's main tasks will be to operate and manage the portfolio of properties, according to the purpose and destination of each. The services required by CMHC are more fully detailed below in subsection 6.3.

The proposals received will be evaluated in relation to the profile of the firm sought by CMHC, as described in appendix D, subsection 7.4.

The proponent acknowledges that it will take charge of the portfolio of properties entrusted by CMHC, in their current condition, and that it will make no claim against CMHC regarding their condition or otherwise, subsequent to the execution of any agreement arising from this RFP.

3.3.1 Territory covered by the contract

region #	Administrative regions of Quebec	Regional county municipalities (RCMs) / cities / municipalities
Region 01	Bas-Saint-Laurent	Includes all the RCMs, cities and municipalities
Region 02	Saguenay–Lac-Saint-Jean	Le Domaine-du-Roy, Maria-Chapdelaine, Lac-Saint-Jean-Est, Le Fjord-du-Saguenay and the city of Saguenay
Region 03	Capitale-Nationale	Includes all the RCMs, cities and municipalities
Region 04	Mauricie	Includes the RCMs: Mékinac, Maskinongé, Les Chenaux and the cities/municipalities of Trois-Rivières, Shawinigan, La Tuque and La Bostonnais
Region 05	Estrie	Includes all the RCMs, cities and municipalities
Region 06	Montréal	Includes all the RCMs, cities and municipalities
Region 07	Outaouais	Includes the RCMs: Papineau, Les Collines-de-l'Outaouais, La Vallée-de-la-Gatineau, Pontiac and the city of Gatineau
Region 08	Abitibi-Témiscamingue	Includes the RCMs: Témiscamingue, Abitibi-Ouest, Abitibi, La Vallée-de-l'Or and the city of Rouyn-Noranda
Region 09	Côte-Nord	Includes the administrative region of Côte-Nord (09) with the exception of the RCM of Caniapiscau and all the municipalities to the east of Natashquan, as well as Anticosti Island.
Region 10	Nord-du-Québec	Includes the municipalities of Chapais, Chibougamau, Lebel-sur-Quévillon and Matagami
Region 11	Gaspésie–Îles-de-la-Madeleine	Includes all the RCMs, cities and municipalities
Region 12	Chaudière-Appalaches	Includes all the RCMs, cities and municipalities
Region 13	Laval	Includes all the RCMs, cities and municipalities
Region 14	Lanaudière	Includes all the RCMs, cities and municipalities

Region 15	Laurentides	Includes all the RCMs, cities and municipalities
Region 16	Montérégie	Includes all the RCMs, cities and municipalities
Region 17	Centre-du-Québec	Includes all the RCMs, cities and municipalities

It is important to note that the properties of the portfolio under CMHC's management are being put up for sale. CMHC is selling the properties of the portfolio as is. The properties may require some work, including minor repairs as well as maintenance, health and safety work, in order to facilitate the sale of the properties of the portfolio.

The proponent must be able to comply with CMHC's records retention standards and guidelines, including storing boxes of documents identified according to the procedure indicated by CMHC (use of forms, etc.) as well as creating and maintaining a master list containing information on the contents of the boxes stored.

4 SECTION 4 PROPOSAL REQUIREMENTS

4.1 Overview of Section 4

Proposal responses are to be organized and submitted in accordance with the instructions in this section and subsections 2.3, 2.6, and 2.9.

Elaborate or unnecessarily voluminous proposals are not desired. Proponents are encouraged to take care in completely answering questions and proposal requirements and to avoid submitting extraneous materials that do not show how the proponent intends to meet requirements.

4.2 Mandatory Proposal Requirements

Certain requirements in section 4 are identified as mandatory. See subsection 1.6, Mandatory Requirements.

4.3 Additional Proposal Requirements

Mandatory

This section shall be completed by the proponent in appendix A, subsection 7.1.

The proponent shall:

- a) have a place of business in the province of Quebec as described in subsection 3.3.1;
- b) be able to take over the management of CMHC's portfolio promptly and efficiently. The property manager shall have a real estate portfolio consisting of a minimum of 85 properties in the category of 1 to 6 units (single-family houses, condominiums, duplexes, etc.) in the province of Quebec;
- c) have been in existence for a minimum of five (5) consecutive years as a property management firm throughout the province of Quebec; and
- d) retain and ensure the supervision of a Project Manager experienced in property management with a minimum of five (5) consecutive years of experience in the operation of properties similar to those in the real estate portfolio as outlined in appendix G, subsection 7.7. The office of the Project Manager shall be located at the place of business as described in point a) above.

4.4 Proponent's Qualifications

Mandatory

Please attach the following documents in appendix B, subsection 7.2:

- (a) a document introducing the firm, its employees, clients and main achievements;
- (b) resumés of the Project Manager and all individuals who will be assigned to the property management contract, making sure to obtain the consent of these persons in this regard;
- (c) list of properties currently under management by the real estate firm; and
- (d) list of references for all of its management contracts currently in operation. The proponent may also provide past references.

4.5 Response to Statement of Services

Mandatory

The proponent's response required by this section must be indicated in appendix B, subsection 7.2, based on the specifications listed in section 3, Statement of Services.

4.6 Financial Information

Mandatory

4.6.1 Credit Check

Sole proprietorships and partnerships must provide a statement contained within their proposal giving written permission for CMHC to perform a credit check as required.

A copy of the declaration must be attached in appendix A.

4.6.2 Financial Capacity

CMHC reserves the right to conduct an assessment of the financial capacity of the lead proponent(s). Should the proponent be selected as the lead proponent following the RFP evaluation process, CMHC will request the necessary financial statements to confirm the financial capacity of the proponent. At that time, the lead proponent(s) must provide to CMHC the following information, as appropriate upon 72 hours of CMHC's request:

Note: Failure to comply with the Financial Information submission requirements as indicated above and within this section, will result in disqualification of the lead proponent(s), at which time no further consideration will be provided to the respective submission(s).

CMHC requires the provision of the financial statements for the analysis of financial capacity. You must provide a complete set of signed, detailed, audited financial statements for each of the last three (3) years of your firm. You must agree to provide any other financial information that CMHC may subsequently request. The auditor's report must be signed by an appropriate officer of the audit firm. In the case that your financial statements are not audited, CMHC will only accept them if they are accompanied by a signed review engagement report for each year. A complete set of financial statements consists of all the following items:

1. Auditor's Report (or Review Engagement Report),
2. Balance Sheet,
3. Income Statement,
4. Cash Flow Statement, and
5. The Notes to the Financial Statements.

4.7 Property Management Fees

Mandatory

In the envelope containing appendix A, subsection 7.1, and appendix B, subsection 7.2, the proponent must include in a separate and sealed envelope the duly completed management fees form as provided in appendix C, subsection 7.3.

All prices and amounts of money in the proposal are to be quoted in Canadian dollars and be exclusive of the Goods and Services Tax (GST), Harmonized Sales Tax (HST) and Provincial Sales Tax (PST), as applicable, unless otherwise indicated.

The GST, HST or PST, whichever is applicable, shall be extra to the price quoted by the vendor and will be paid by CMHC.

5 SECTION 5 EVALUATION AND SELECTION

5.1 Overview of Section 5

Section 5 describes the process CMHC will use to evaluate proposals, select a lead proponent and finalize and sign a contract.

The lowest cost or any proposal will not necessarily be accepted, and CMHC reserves the right to accept or reject any or all proposals in whole or in part.

CMHC shall conduct the RFP process in a visibly fair manner and will treat all proponents equitably. To this end, it has established objective RFP standards and evaluation criteria which will be applied uniformly to all proponents. Therefore, no proponent shall have any cause of action against CMHC arising out of a failure to award a contract, the failure to evaluate any proposal, or the methods by which proposals are assessed.

5.2 Limitation of Damages

The proponent, by submitting a proposal, agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its proposal for matters relating to the agreement or in respect of the competitive process, and the proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the proponent.

5.3 Evaluation Table

The Evaluation Table as provided in appendix D, subsection 7.4, lists all the criteria upon which each proposal will be evaluated. The criteria are based on the requirements as provided in this RFP.

5.4 Evaluation Methodology

First stage

Each proposal will be examined to determine compliance with each mandatory requirement identified in this RFP. A proposal must comply with all the mandatory requirements (section 2 and appendix A, subsections 4.3 and 7.1) in order to proceed in the evaluation process. A proposal which is deemed by CMHC to be non-compliant in one or more mandatory requirements will be eliminated from further consideration. A proposal which meets all the mandatory requirements will be deemed compliant and will proceed in the evaluation process, that is, to the next stage.

Second stage

Each compliant proposal shall be evaluated by each member of the Evaluation Committee, made up of qualified personnel. Evaluators shall evaluate and numerically score each

proposal in accordance with the evaluation criteria as shown in the Evaluation Table, appendix D, subsection 7.4. Once the evaluations are complete, the Evaluation Committee will discuss and agree on the upset score for each proposal.

To qualify for the third stage of the evaluation process, the proponent's score shall be equal to or greater than 60 per cent of the points allotted.

This stage accounts for 50 per cent of the overall final score.

Each compliant proposal that meets the upset score qualifies for the third stage of the process.

A proposal not meeting the upset score will automatically be eliminated from further consideration. The envelope containing the fees (appendix C, subsection 7.3) will be returned, unopened, to the proponent, along with the security deposit (subsection 2.19).

Third stage

Each compliant proposal having obtained a score of 60 per cent or higher will proceed to the references stage and to the opening of the envelope containing the fees.

References

The references account for 20 per cent of the overall score.

Weighted price

The fees submitted by the proponents for each of the administrative regions are evaluated based on a weighted price for all of the regions by category of properties (1 to 6 units and 7 to 50 units). This weighting is calculated based on the percentages of the volumes in inventory for each of the regions as shown in appendix G and appendix H, subsections 7.7 and 7.8. The weighted prices by category are then multiplied by the inventory volumes (as of August 31, 2014) in order to obtain a monthly cost. The lowest cost (the lowest price) receives a score of 100 per cent or 300 points (30 per cent of the overall score) and so on in descending order.

The management fees for the category of 1 to 6 units represents about 90 per cent of the total fees, while the fees for the category of 7 to 50 units are approximately 10 per cent, depending on the proposed fees.

Final results

Then, the three scores—the second stage score, the references score and the weighted price score—are added. Proponents having obtained the best results in descending order are retained.

Should two (2) or more proponents have obtained the same score, the deciding factor for the final order of these proponents will be based on the one having obtained in descending order the highest quality score.

If proponents are still tied, the deciding factor will be based on the one having obtained in descending order the highest references score.

5.5 Financial Evaluation

CMHC reserves the right to carry out a credit check and/or financial capacity check on the lead proponent prior to beginning contract discussions. This is a pass/fail test. Pass means that contract discussions begin. Fail means that the lead proponent may not enter into contract discussions and is disqualified from further consideration. The financial evaluation will be based on the information supplied by the proponent as per section 4.6 of this RFP.

5.6 Proponent Selection

Without changing the intent of this RFP or the lead proponent's proposal, CMHC will enter into discussions with the lead proponent for the purpose of finalizing the contract. If at any time CMHC decides that the lead proponent cannot satisfy CMHC's requirements, CMHC may terminate negotiations. If at this time CMHC feels that the secondary proponent may meet the requirements, CMHC will continue the process with the secondary proponent and so on.

Announcement of the successful proponent will be made to all proponents following the signing of a contract.

6 SECTION 6 PROPOSED CONTRACT

6.1 Overview of Section 6

Attached in section 6.3 is a proposed contract. The terms and conditions in this draft contract may be incorporated into any contract resulting from this RFP. CMHC reserves the right to add terms and conditions during discussions. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluations.

The proponent's proposal and all associated correspondence from the proponent, where relevant, shall to the extent desired by CMHC form part of the final contract, and the proponent must accept that the final contract form will be in a format acceptable to CMHC.

Submission of a proposal constitutes acknowledgement that the proponent has read and, unless otherwise stated in the proponent's proposal (including a declaration in the attached draft contract of any potential conflicts of interest), agrees to be bound by the terms and conditions in the draft contract in section 6.3 in the event that the proponent is selected by CMHC to enter into a contract agreement.

For the purposes of this section, the term "Property Manager" refers to the successful proponent with whom CMHC enters into a contract agreement.

6.2 Mandatory Contract Terms and Conditions

The terms, conditions or sections of the draft contract in section 6.3 that are labelled mandatory must be accepted by the proponent without alteration.

6.3 Proposed Contract

Reference to the document posted "[The attached proposed contract forms section 6.3 of the RFP - 201403438](#)".

7 SECTION – APPENDICES

7.1 APPENDIX A: Additional Proposal Requirements (subsection 4.3)

CMHC Request for Proposal Property Management Services – 1 to 50 Units

A proposal which is deemed by CMHC to be non-compliant in one or more mandatory requirements will be eliminated from further consideration. A proposal which meets all the mandatory requirements will be deemed compliant and will proceed in the evaluation process.

Name of proponent: _____

Name of proponent's representative: _____

Telephone: office: _____ cell.: _____

Fax: _____

E-mail: _____

Contact in the absence of the
proponent's representative: _____

Telephone: office: _____ cell.: _____

Fax: _____

E-mail: _____

Additional Proposal Requirements (subsection 4.3)

a)	Have a place of business in the province of Quebec as described in subsection 3.3.1. Full address: _____
b)	Be able to take over the management of CMHC's portfolio promptly and efficiently. The Property Manager shall have a real estate portfolio consisting of a minimum of 85 properties in the category of 1 to 6 units (single-family houses, condominiums, duplexes, etc.) in the province of Quebec. Number of properties in the category of 1 to 6 units: _____ <u>prop.</u>
c)	Have been in existence for a minimum of five (5) consecutive years as a property management firm throughout the province of Quebec. Number of consecutive years of existence: _____ <u>years</u>
d)	Retain and ensure the supervision of a Project Manager experienced in property management with a minimum of five (5) consecutive years of experience in the operation of properties similar to those in the real estate portfolio as outlined in appendix G. The office of the Project Manager shall be located in the province of Quebec. Number of years of experience of the Project Manager: _____ <u>years</u>

In addition, the following documents must be attached in appendix A:

the duly signed Certificate of Submission of the proponent, as described in subsection 2.2;
the authorization of the property management firm for a financial audit, as described in subsection 4.6.1;
a document certifying that the proposal is valid for <i>ninety (90)</i> days following the closing date, as described in subsection 2.7; and
the bid security equal to FIFTY THOUSAND DOLLARS (\$ 50,000), as described in subsection 2.19.

Name and title of signing authority:
 (in block letters) _____

Signature of signing authority: _____

Date of signature: _____

7.2 APPENDIX B: Proponent's Qualifications and Response to Statement of Services (subsections 4.4 and 4.5)

CMHC Request for Proposal Property Management Services – 1 to 50 Units

Name of proponent: _____

CMHC reserves the right to verify the truth and accuracy of the information declared in the following tables. Upon request, the proponent must be able to provide all information relevant to adequate verification, allowing CMHC representatives to validate all the information provided by the proponent. A false declaration with respect to an item or a series of items by the proponent may result in the rejection of the proposal.

A. Proponent's Qualifications (section 4)

Please attach the following documents in appendix B (reference to subsection 4.4):

- (a) a document introducing the firm, its clients and main achievements;
- (b) resumés of the Project Manager, account managers and all individuals who will be assigned to the property management contract, making sure to obtain the consent of these persons in this regard. In addition, the proponent must complete, in appendix B, table C. a) below;
- (c) list of properties currently under management by the real estate firm. The list of properties shall be completed according to the template attached in appendix B, table C. b) below. For property management firms with fewer than 140 units in the category of 7 or more units, properties managed by your firm in the last five (5) years may be added to the list for this category. The start and end dates of the respective contracts should be identified in the list; and
- (d) list of proponent's clients including contact persons as references for each of these contracts (one or more references per contract). The contact persons must be able to comment on the operational and administrative aspects of their respective contracts. The proponent may also provide past references (indicating that these are not for current contracts). In addition, CMHC reserves the right to communicate with any other person from such firms as references. Finally, no CMHC employee may be identified as a reference. The list of references must be completed according to the template attached in appendix B, table C. c) below.

B. Response to Statement of Services (subsection 4.5)

To qualify the proponent, CMHC wants to ensure that the proponent has properly identified its needs and is able to incorporate them into a contractual agreement.

To this end, the proponent must attach in appendix B documents including the items described below.

a) Organization of resources and activities to meet contractual requirements

1. Submit an organization chart of the resources and activities in order to meet the requirements and contractual obligations to CMHC.
2. Describe the resources presented in the organization chart according to the following topics: - qualifications - main functions - key responsibilities.
3. Describe the organizational and operational links between internal resources, external resources and CMHC.
4. Describe the client approach in order to ensure efficient, quality service to CMHC and its clients.

b) Method of taking charge of a property up to its disposal

The proponent shall describe its approach to take charge of a property of the category of 1 to 6 units and a property of the category of 7 to 50 units up to their disposal.

c) Management method (7 to 50 units)

The proponent shall list the management methods below that it would use to manage the real estate portfolio concerned.

1. Methods for leasing and marketing vacant dwellings and methods for collecting rental income.
2. Methods for paying accounts and invoices.
3. Management plan that the proponent has applied for a project similar to one of the housing projects of 7 to 50 units.

d) Quality control

The proponent must describe its quality control approach, including:

1. details of methods applied to ensure the quality of work; and
2. response mechanisms in the event of errors, omissions, delays, etc.

C. Tables to be completed and templates for the lists of properties and references

a) Number of years of experience of account managers and employees in the operation of properties similar to those of CMHC’s real estate portfolio, who will be assigned to the property management contract

Name of employee	Number of year(s) service* at the property management firm	Number of year(s) experience* in real estate management	Function (**)

Note: If necessary, add lines or attach a supplementary sheet to complete the table, so that the information is consistent, clear and easy to find.

* Round to nearest half year. ** Indicate if manager.

b) Template for the list of properties under management by the proponent

The proponent’s property management portfolio must be broken down according to the administrative regions of Quebec.

Region 01 – Bas-Saint-Laurent

Address of property**	Single-family houses*	Condominiums*	Plexes of 2 to 6 units (units)*	Properties of 7 or more units (units)*	Client

* Enter number of units

And each of the other administrative regions individually

Address of property**	Single-family houses*	Condominiums*	Plexes of 2 to 6 units (units)*	Properties of 7 or more units (units)*	Client

* Enter number of units

**** Note:**A property management mandate given by a condominium corporation is considered to involve the management of one multi-unit housing project and therefore does imply the management of individual condominium units.

Example: Property management for a condominium corporation representing 24 condominium units is considered as the management of one 24-unit multi-family building.

c) Template for the list of references

Name of firm	Contact person and function	Telephone

Name and title of signing authority:
 (in block letters)

Signature of signing authority:

Date of signature:

7.3 APPENDIX C: Property Management Fees (subsection 4.7)

**CMHC Request for Proposal
Property Management Services – 1 to 50 Units**

Name of proponent: _____

In the envelope containing appendix A and appendix B, the proponent must include in a separate, sealed envelope the duly completed appendix C.

Property management fees broken down according to the administrative regions of Quebec, as identified in subsection 3.3.1 above.

Administrative regions of Quebec	1 to 6 units Lump sum amount / property / month	7 or more units % of monthly gross rental income
Region 01 Bas-Saint-Laurent		
Region 02 Saguenay–Lac-Saint-Jean		
Region 03 Capitale-Nationale		
Region 04 Mauricie		
Region 05 Estrie		
Region 06 Montréal		
Region 07 Outaouais		
Region 08 Abitibi-Témiscamingue		
Region 09 Côte-Nord		
Region 10 Nord-du-Québec		
Region 11 Gaspésie–Îles-de-la-Madeleine		
Region 12 Chaudière-Appalaches		
Region 13 Laval		

Administrative regions of Quebec	1 to 6 units Lump sum amount / property / month	7 or more units % of monthly gross rental income
Region 14 Lanaudière		
Region 15 Laurentides		
Region 16 Montérégie		
Region 17 Centre-du-Québec		

Notes: A percentage or lump sum amount must be specified per region and type of property in the appropriate boxes. Failure by the proponent to complete a box may result in rejection of the proposal.

*** Cité du Havre lands: The amount entered for the 06 region in the above table will be increased by 1.5 times for the period April 1 to November 30 of each year.**

The Goods and Services Tax (GST) and Quebec Sales Taxes (QST) are not included.

Name and title of signing authority:
(in block letters)

Signature of signing authority:

Date of signature:

7.4 APPENDIX D: Evaluation Table (subsection 5.3)

**CMHC Request for Proposal
Property Management Services – 1 to 50 Units**

Phases	Aspects sought	Evaluation criteria	A	B	C	D
			Weighting, total 100	Points 1 to 10	Upset score	Score A * B
Second stage						
Proponent's qualifications	Management component					
	A. Experience in property estate management and ability to effectively manage a real estate portfolio	a) Years of property management experience of the account managers who will be assigned to the property management contract for the entire province of Quebec	2			
		b) Consecutive years of existence of the property management firm for the entire province of Quebec	2			
		c) Average years of service of the employees at the property management firm for the entire province of Quebec	2			
		d) Years of experience of a Project Manager in the operation of properties similar to those of CMHC's real estate portfolio	2.5			
	B. Ability to structure itself and effectively take charge of a real estate portfolio similar to CMHC's	a) Size of the portfolio currently managed by the property management firm for the entire province of Quebec				
		a.1) category of 1 to 6 units	8			
		a.2) category of 7 to 50 units	3			
		b) Distribution by administrative region of the property management firm's portfolio	7.5			
	Response to Statement of Services	C. Organization of resources and activities to meet contractual requirements	a) Organization of resources	align="center">2		
b) Description of resources						
c) Organizational links						
d) Client service approach						
D. Method of taking charge of a property up to its disposal		A. Category of 1 to 6 units	8			
		B. Category of 7 to 50 units	3			
E. Management method		a) Methods for leasing and marketing vacant dwellings and methods for collecting rental income	2			
	b) Methods for paying accounts and services and for transferring responsibilities upon taking charge of a file	2				
	c) Existing management plan that the proponent has applied for a project similar to one of the housing projects of 7 to 50 units.	2				
F. Quality control	Methods applied and response mechanisms	4				
Total – management	Total – management		50%		500	
Portal	Web portal (bonus)	Accessibility of a Web portal allowing for the CMHC portfolio to be viewed	2.5		25	
Total → management and portal	Total – management and Web portal (bonus) in points (pts) →					
	Total – management and Web portal (bonus) in percentage (%) →					
Qualification	Total – management and Web portal (bonus) – <u>QUALIFIED</u> OR <u>UNQUALIFIED</u> →					
Third stage, if qualified						
References	References	On the quality of services offered by the property management firm	20%		200	
Price	Weighted price					
	Price in ascending order		30%		300	
Final score	Total – management, Web portal (bonus), references and price					1,000
	Final score in %					

7.5 APPENDIX E: Mandatory Compliance Checklist (subsection 2.1)

CMHC Request for Proposal Property Management Services – 1 to 50 Units

- Procurement Business Number (PBN)
in the Business Access Canada Database subsection 1.4
- Delivery Instructions and Deadline subsection 2.3
- Offering Period subsections 2.7 and 7.1,
appendix A
- Proposal Submission Requirements subsection 2.9
- Mandatory Proposal Requirements subsection 4.2
- Additional Proposal Requirements subsections 4.3 and 7.1,
appendix A
- Proponent's Qualifications and
Response to Statement of Services subsections 4.4, 4.5 and
7.2, appendix B
- Property Management Fees subsections 4.7 and 7.3,
appendix C
- Financial Information subsections 4.6 and 7.1,
appendix A
- Bid and Contract Security subsections 2.19 and
7.1, appendix A
- Proposed Contract section 6
- Certificate of Submission subsections 2.2, 7.1,
appendix A, and 7.6, appendix F

Note: The list the above mandatory criteria is provided as a guideline only.

7.6 APPENDIX F: Certificate of Submission (sub-section 2.2) Mandatory

_____ hereby:

Company Name	Procurement Business Number (PBN)
--------------	-----------------------------------

- I. offers to provide services and/or products to CMHC, as described in this proposal, on and if, as and when required basis, all in accordance with the Request for Proposal;
- II. offers the terms as set out in this proposal, including any pricing proposal for a period ninety (90) days as specified in section 2 of the RFP;
- III. certifies that, at the time of submitting this bid, is in full compliance with all tax statutes administered by all provincial, territorial and federal Ministries of Finance and that, in particular, all returns required to be filed under all provincial and federal tax statutes have been filed, and all taxes due and payable under those statutes have been paid or satisfactory arrangements for their payment have been made and maintained;
- IV. represents and warrants that in submitting the proposal or performing the Contract, there is no actual or perceived conflict of interest;
- V. represents and warrants that in preparing the proposal, there was no actual or perceived unfair advantage due to the receipt of information regarding the RFP that was not made available to other proponents;
- VI. certifies that this proposal was independently arrived at, without collusion;
- VII. certifies that no gratuities or gifts in kind were offered to any CMHC employee, Board member or Governor-in-Council appointee; and intended, by the gratuity, to obtain a contract or favourable treatment under a contract;
- VIII. authorizes CMHC to conduct such investigation as it deems appropriate to verify the contents of the proposal;
- IX. certifies, unless explicitly outlined in the proposal, that all pricing information is based on service provision which, at a minimum, fully meets all of the existing service standards as outlined in the Statement of Work;
- X. agrees to comply with all of the section 6.0 contract MANDATORY clauses in an unaltered form as stated;
- XI. (for sole proprietorships and partnerships) provide permission herewith to CMHC to undertake credit checks on the individuals listed below (names, signatures and home addresses of each must be provided).
- XII. agrees that, in the event of acceptance of this proposal, it will enter Contract negotiations in accordance with the RFP, and upon entry into a Contract with CMHC, it will commit to providing the full scope of services identified in the Contract.
- XIII. agrees that all responses and related materials become the property of CMHC, will not be returned and CMHC will not reimburse the proponent for any work related to, travel or materials supplied in the preparation of the RFP response.
- XIV. agrees that it and any other persons for which it is responsible, who are to perform the work as stated in this RFP, at the request of CMHC will comply with security screening as deemed appropriate;

Signed this _____ day of _____, 2014 at _____, Canada.

Corporations are not required to provide a corporate seal. The signature of one witness is required for the signature of each Owner/Signing Authority.

Corporation/Individual:

Signature of Signing Authority

Name and Title of Signing Authority

Declaration: I have the authority to bind the company.

7.7 APPENDIX G: Portfolio Inventory as of August 31, 2014

Portfolio Inventory – 1 to 6 units (DMRE and PLA) PLA properties are indicated by an *

Region 01 – Bas-Saint-Laurent

			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
18-20 iberville	RIVIÈRE-DU-LOUP	2	1,1 %
730 LAPLANTE	SAINT-PASCAL	1	
79-87, rue du Parc	Lejeune	6	
105 (A-B), de la Plaine et 107 (A à D), de la Plaine *	Rivière Ouelle	6	

Note * = PLA property

Region 02 – Saguenay–Lac-Saint-Jean

			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
112 Rousseau	ST-AMBROISE	1	4,6 %
1260-1262 Principale	LABRECQUE	2	
481 Scott	ROBERVAL	1	
1450 SAINT GENEVIEVE	CHICOUTIMI	1	
865 des Pommiers	ALMA	1	
19 Avenue du Pont	ST-THOMAS-DIDYME	1	
2575 RTE SAINT EUSEBE	ST-FÉLICIEN	2	
105 Rang 9	ST-AMBROISE	1	
1021 MONTMAGNY	CHICOUTIMI	1	
1152 Principale	STE-HEDWIDGE	1	
209 Principale	GIRARDVILLE	1	
211-213 rue Saint-Louis	MÉTABETCHOUAN	2	
19 De Quen	ST-GEDEON	1	
600A LAC SEBASTIEN (EMB. 15A)	ST DAVID FALARD	1	
420 Hotel de ville	ST-HENRI-DE-TAILLON	1	
59 Élie	STE-HEDWIDGE	1	
1144-46, St-Jean Baptiste*	St-Félicien	2	
1150 A - 1150D, St-Jean Baptiste*	St-Félicien	4	
1182-1184, St-Jean Baptiste*	St-Félicien	2	

Note * = PLA property

Region 03 – Capitale-Nationale

			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
699 Principale	RIVIERE A PIERRE	1	2,7 %
332 RUEL	QUEBEC	1	
1054 Route 138	PETITE-RIVIÈRE-ST-FRANÇOIS	1	
290 Saint-Charles	PORTNEUF	1	
2135 Royale	SAINT-JEAN-D'ORLEANS	1	
2088 Chemin De Lac Blanc	ST-UBALDE	1	
9007 MEXICO	QUÉBEC	1	
305 BOUL. DE LA MONTAGNE	SAINT-CASIMIR	1	
1A DU LAC NAIRNE	SAINT AIME DES LACS	1	
66 Sainte-Jeanne 102	PONT-ROUGE	1	

Region 04 – Mauricie

			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
1043 NOTRE-DAME + 96-98, ST-JOSEPH	CHAMPLAIN	3	

600 120E	SHAWINIGAN	1	2,7 %
3241 des Lobélie	NOTRE DAME DU-MONT-CARMEL	1	
165 radisson 3	TROIS-RIVIÈRES	1	
905 105ième Rue	SHAWINIGAN	1	
53-55 BOISVERT	TROIS-RIVIÈRES	2	
280 DES SARCELLES	N-D-DU-MONT-CARMEL	1	
117 De Grandmont	TROIS-RIVIÈRES	1	
2841-2843-2845 des HETRES	SHAWINIGAN	3	
310-312 Principale	ST-ADELPHE	2	

Region 05 – Estrie		DMRE	
Address of property	Municipality/city	Units	% of inventory / weighting - region
580 RUE de Lozanne	ST-LIN-DES-LAURENTIDES	1	4,3 %
568 ROUTE 263	ST-ROMAIN	1	
903 12 ième avenue Nord	SHERBROOKE	1	
32 Phelps	STANSTEAD	1	
1116-1116A ROUTE 263	STE-CÉCILE-DE-WHITTON	2	
5938 Route 112	ASCOT CORNER	1	
56E Desjardins	MAGOG	1	
414 TRUDEAU	CANTON EATON	1	
1576 CHEMIN FONTAINE	WEEDON	1	
4 AMBROISE DEARDEN	WINDSOR	1	
1201 RUE ST- RAYMOND	SHERBROOKE	1	
701 PRINCIPALE	ST-SÉBASTIEN	1	
226-230 10e avenue Sud et 751 Du Conse	SHERBROOKE	4	
176 Route 263 S	MARSTON	1	
700 Principale	COOKSHIRE	1	
725 Rang Ludgine	LAC-DROLET	1	

Region 06 – Montréal		DMRE	
Address of property	Municipality/city	Units	% of inventory / weighting - region
8300 ONTARIO 8	MONTRÉAL	1	5,1 %
8561 Bellerive	MONTRÉAL	1	
15500 SHERBROOKE APPT 261	MONTRÉAL	1	
10992-10994 PIGEON	MONTRÉAL	2	
3222 HOCHELAGA	MONTRÉAL	1	
3224 HOCHELAGA	MONTRÉAL	1	
3218 Hochelaga	MONTRÉAL	1	
5300 GARLAND 508	MONTRÉAL	1	
167 BARNETT	DOLLAR-DES-ORMEAUX	1	
77 Fernand	L'ÎLE-BIZARD	1	
3214 HOCHELAGA	MONTRÉAL	1	
3208 HOCHELAGA	MONTRÉAL	1	
4538 LAKE	DOLLAR-DES-ORMEAUX	1	
6500 LEGER 303	MONTRÉAL NORTH	1	
3220 HOCHELAGA	MONTRÉAL	1	
4211 DE ROUEN 309	MONTRÉAL	1	
2040 SAINT JACQUES 1	MONTRÉAL	1	
4400 CHAMPLAIN 223	VERDUN	1	
124 Vale Perkins	POTTON	1	
Cité du Havre” Lands, Avenue Dupuy	MONTRÉAL	Lands	

Region 07 – Outaouais			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
37 CASCADE	GORE	1	7,0 %
306 DENIS	CANTLEY	1	
187 RUE Chenier	MANIWAKI	1	
4 RUE Faure	GRACEFIELD	1	
228 Duquette	PAPINEAUVILLE	1	
330 ROUTE 309	VAL-DES-BOIS	1	
681 Maclaren Est	GATINEAU	1	
8 PRINCIPALE	MONTPELLIER	1	
20 DE LOW	LA PÊCHE	1	
1065 Route 321 Nord	SAINT-ANDRÉ-AVELIN	1	
46 ROUTE 105	GRACEFIELD	1	
344 de la Chute	MANSFIELD	1	
3 RD CARLE	MESSINES	1	
9 St-GEORGE	PONTIAC	1	
502 Route 148	BRYSON	4	
1708 SCHRYER	GATINEAU	1	
664 RANG St-Joseph Est,	ST-ANDRÉ-AVELLIN	1	
897-899 TRANSCANADIENNE	GRAND-REMOUS	3	
265 Moncion	MANIWAKI	1	
78 RUE de la Galère	GATINEAU	1	
228 ROUTE 105	MESSINES	1	
10 CH DE BLUE SEA N	BLUE SEA	1	
48 DE LA COLLINE	VAL-DES-MONTS	1	
539 RTE 309	VAL-DES-BOIS	1	
1 Pearson	MANSFIELD	1	
55 CH du Boisé	VAL-DES-MONTS	1	

Regions 08 – Abitibi-Témiscamingue			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
No properties			1,0%

Note: For the calculation of the weighted average price, the percentage (%) of the inventory retained is 1.0%.

Region 09 – Côte-Nord			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
35 Monique	BAIE-TRINITÉ	1	0,03 %

Region 10 – Nord-du-Québec			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
41 DES ÉPINETTES	LEBEL-SUR-QUEVILLON	1	1,1 %
43 DES ÉPINETTES	LEBEL-SUR-QUEVILLON	1	
139 rue Caron	CHIBOUGAMAU	1	

Region 11 – Gaspésie-Îles-de-la-Madeleine			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
208 rue de l'École	ST-FRANÇOIS D'ASSISE	1	1,9 %
6 Principale Est	MARSOUI	1	
564 ave CURÉ-ALLARD	MURDOCHVILLE	1	
152 chemin St-Isidore	STE-THERESE-DE-GASPE	1	
88 Rue Annett	GASPÉ	1	

1521 DES CAPS	L'ÉTANG DU NORD	1
466 DE PETIT CAP	GASPÉ	1

Region 12 – Chaudière-Appalaches			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
246 Route Président-Kennedy	SCOTT	1	4,6 %
124 COMMERCIALE	ST-VICTOR	1	
183-185 ROBERGE	THETFORD MINES	1	
124 BERNARD-DUMONT E	ST-RAPHAËL	1	
8 GEORGES-RAMSAY 109	LEVIS	1	
121 du Lac	FRAMPTON	1	
203 RUE PRINCIPALE	SAINT-LAZARE-DE-BELL	1	
275-277 PRINCIPALE	ST-CYRILLE-DE-LESSARD	2	
711 Hormidas	ST-CYPRIEN ETCHEMIN	2	
203 27E	NOTRE DAME DES PINS	1	
297-299 Drouin	VALLÉE-JONCTION	2	
1595 DUMAS	SAINT-CÔME-LINIÈRE	1	
181 Patton	MONTMAGNY	1	
1596 8E Rue	SAINT-CÔME-LINIÈRE	1	
509 15ième Rue	ST-ZACHARIE	1	
452 8ième	LA GUADELOUPE	1	
390 route de l'Église	ST-GÉDÉON-DE-BEAUCE	1	

Region 13 – Laval			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
569 Louis-Philippe	ST-LIN	1	2,5 %
1465 LE CORBUSIER 204	LAVAL	1	
8420 59E AVE	LAVAL	1	
1495 RUE MASSON	LAVAL	1	
991 RANG STE HENRIETTE	ST LIN DES LAURENTID	1	
1601 JOINVILLE	LAVAL	1	
8420 59E AVE	LAVAL	1	
4906-4908 RUE Saint-Germain	LAVAL	3	
8 DES MERISIERS	LAVAL	1	

Region 14 – Lanaudière			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
160 30e avenue	ENTRELACS	1	17,3 %
482 DE LA MEUNERIE	ST-LIN-DES-LAURENTIDES	1	
1441 DES BEGONIAS	LA PLAINE	1	
7261 RUE Guérin	TERREBONNE	1	
120 rue Montreuil	ST-LIN-DES-LAURENTIDES	1	
20 RUE CHAGNON	ST-LIN-DES-LAURENTIDES	1	
700 DES PRES	ST-LIN-DES-LAURENTIDES	1	
76 LACOMBE	ST-LIN-DES-LAURENTIDES	1	
6950 des Gardenias	TERREBONNE	1	
22 Cloutier	ST-LIN-DES-LAURENTIDES	1	

4510 RUE BIGRAS	TERREBONNE	1
1970 Rang Double	ST-LIN-DES-LAURENTIDES	1
2661 RUE DES HIRONDELLES	LA PLAINE	1
150 1ère Avenue Opera	ST-CALIXTE	1
191 RIVEST	LE GARDEUR	1
91 61e Avenue	ST-CÔME	1
82 Albatros	ST-CÔME	1
130 JUTEAU	ST-CALIXTE	1
901 DOMAINE DES CHUTES	CHERTSEY	1
401 CHEVERNY	ST-PAUL	1
145 CAMILLE 1	ST-MICHEL-DES-SAINTS	1
287 BONNARD	LE GARDEUR	1
500-502 des Aulnaies	ST-MICHEL-DES-SAINTS	1
117 SYLVIE	ST-ALPHONSE-RODRIGUEZ	1
6130 ARCHAMBAULT	NOTRE-DAME-DE-LOURDES	1
7769 - 7771 Principale	CHERTSEY	2
475 10E RANG	ST-CALIXTE	1
830 Grande Côte Ouest	LANORAIE	1
1340 Yvan-Varin	STE-JULIENNE	1
2125 ch. Notre-Dame-de-Merci	NOTRE-DAME-DE-LA-MERCI	1
145 CAMILLE 4	ST-MICHEL-DES-SAINTS	1
451-453 rue Matawin	ST-MICHEL-DES-SAINTS	2
325 carillon	REPENTIGNY	1
150 JEANNE	ST-CALIXTE	1
135 rue Bon Air	CHERTSEY	1
648 PROVIDENCE	REPENTIGNY	1
653 9e Rang York	ST-BARTHELEMY	1
55 BELLEFEUILLE	ST-CALIXTE	1
310 3e avenue du Lac Safari	STE-MELANIE	1
1085 DU LAC-BRULE RR1	CHERTSEY	1
541 LE BOURG-NEUF A	REPENTIGNY	1
3570 1ere Avenue, Domaine Patry	STE-JULIENNE	1
538 TELLIER	STE-ÉMÉLIE-DE-L'ÉNERGIE	0
1305 Montée Crépeau	ST-CALIXTE	1
2731 VAUVILLIERS	L'ASSOMPTION	1
205 Adam	ST-CALIXTE	1
14220 Route 335	CHERTSEY	1
5 THOUIN	L'ASSOMPTION	1
40 CARILLON	STE-MELANIE	1
2526 LAMOUREUX	STE-JULIENNE	1
900 chemin du Domaine des Chutes	CHERTSEY	1
2209 LANGLAIS	STE-JULIENNE	1
3184 du Ruisseau	ST-DAMIEN-DE-BRANDON	1
5840 Charrette	ST-ZÉNON	1
23 LANGLOIS	ST-DONAT	0
987B Notre-Dame 101	REPENTIGNY	1
260 des éperviers	CHERTSEY	1
800 chemin St-Michel	CHERTSEY	1
2810 DE L'ANGE GARDIEN	L'ASSOMPTION	1
775 SAINTE-THERESE	L'EPIPHANIE	1

2229 du lac-maurice	STE-JULIENNE	1
125 RUE ETIENNE	ST-CALIXTE	1
2751 VAUVILLIERS	L'ASSOMPTION	1
173 DES VAGUES	VALLEYFIELD	1
160 30e avenue	ENTRELACS	1

Region 15 – Laurentides			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
5 DES LOTUS	GORE	1	23,2%
22 22A DES TREMBLES	STE-MARGUERITE DU LA	2	
228 RAWCLIFFE	GRENVILLE	1	
167 Tour-du-Lac	STE-AGATHE DES MONTS	1	
453-455 Argenteuil	LACHUTE	2	
28 HAMFORD	LACHUTE	1	
960 DU LAC CONNELLY	ST-HIPPOLYTE	1	
1991 2e Rang	STE-LUCIE-DES-LAURENTIDES	1	
231 Montée Boucher	GRENVILLE-SUR-LE-ROUGE	1	
462 PRINCIPALE	GRENVILLE-SUR-LE-ROUGE	1	
560 MORIN 22	STE-ADÈLE	1	
2079 DES QUATRES LACS	ST-ADOLPHE-DE-HOWARD	1	
240 DES PINS	PRÉVOST	1	
100-102 DU REFUGE	SAINT-ADELE	2	
776 boulevard Rolland Cloutier	LANTIER	1	
1777 ROUTE DU NORD	BROWNSBURGH-CHATAM	1	
568 de l'Église	ST-COLOMBAN	1	
423 SAINT-JOSEPH	BROWNSBURGH-CHATAM	1	
148 RUE des Amandiers	STE-THÉRÈSE	1	
15 390eme	ST-HIPPOLYTE	1	
30 de l'Église	LABELLE	1	
367 rue du Lac Légaré	ST-COLOMBAN	1	
103 Du Moulin	HUBERTEAU	1	
215 Ch Masson	STE-MARGUERITE-DU-LAC-MASSON	1	
4A GENEVE	SAINT-SAUVEUR	1	
49 99e Avenue	BLAINVILLE	1	
1833 COTE GABRIEL	SAINT-SAUVEUR	1	
20 des Pensées	WENTWORTH	1	
306 RUE BELAIR	SAINTE-SOPHIE	1	
119 VIVALDI	ST-ADOLPHE-DE-HOWARD	1	
228-236 Boileau	RIVIÈRE-ROUGE	2	
362 CH DU LAC DE L'ORIGNAL	VAL-DES-LACS	1	
22 Lac-Bouchette	MORIN-HEIGHTS	1	
1161 BRUNET	STE-AGATHE DES MONTS	1	
580 DE LA RIVIERE	STE-AGATHE DES MONTS	2	
488 Versant du Ruisseau	PRÉVOST	1	
17 D'ESTEREL	ESTEREL	1	
677 COTE SAINT PAUL	ST-COLOMBAN	1	
26 des Pensées	WENTWORTH	1	
100 RUE GUY RACICOT	OKA	1	

601 BEAULNE	STE-AGATHE DES MONTS	2
9 rue des Saules	STE-MARGUERITE-DU-LAC-MASSON	1
1297 RUE DORE	SAINTE-SOPHIE	1
93 DE LA GARE	PIEDMONT	1
121 Vivaldi	ST-ADOLPHE-DE-HOWARD	1
10 CONCESSION 10	GRENVILLE-SUR-LE-ROUGE	1
1024 de la Salette	SAINT JEROME	1
128 Dubois 102	STE-THÉRÈSE	1
637 DES SUREAUX	SAINT JEROME	1
91 des Pyramides	LAC-SUPERIEUR	1
255 chemin du ruisseau	PIEDMONT	1
1375 CH ABERCROMBIE	SAINTE-SOPHIE	1
120 chemin du Lac Connelly	ST-HIPPOLYTE	1
2029 chemin du Village	MONT-TREMBLANT	1
2268 Montée Prédéal-Trudeau	VAL-DAVID	1
94A-98 LEGARE	STE-AGATHE DES MONTS	5
18825 Charles Cir	MIRABEL	1
413 ROUTE DU CANTON	BROWNSBURGH-CHATAM	1
3385 MARIE FRANCE	WENTWORTH- NORD	2
322 Bonanza	ST-ADOLPHE-DE-HOWARD	1
319 des Aulnes	ST-FAUSTIN-LAC-CARRÉ	1
491-493 des Écureuils	STE-ADÈLE	2
32 RENAUD	BROWNSBURGH-CHATAM	1
267 McLaughlin	ST-RÉMI-D'AMHERST	1
15 Du Haut Bourgeois	STE-MARGUERITE-DU-LAC-MASSON	1
4852 PAIEMENT	ST-AGATHE-DES-MONTS	1
656-658 PIERRE PELADEAU	STE-ADÈLE	2
4B GENEVE	SAINT-SAUVEUR	1
266 ET A GILBERT 266	LACHUTE	2
1560 DU 3E RANG	STE-LUCIE-DES-LAURENTIDES	1
106 rue James	LACHUTE	1
355 Beauregard	SAINTE-SOPHIE	1
1 DES ROSSIGNOLS	GORE	1
8865 chemin de la Rivière Nord	RIVIÈRE-ROUGE	1
133 RUE DE L AVENIR	SAINTE-SOPHIE	1
12 rue Hugues	LACHUTE	1
282 Val-Des-Lacs	VAL-DES-LACS	1
529 JULES	ST-AGATHE-DES-MONTS	1
3290 Gisele	STE-MARTHE-SUR-LE-LAC	1
1777 DU VILLAGE	ST-ADOLPHE-DE-HOWARD	1
1285 CHARBONNEAU	SAINTE-SOPHIE	1
336-338 St-Joseph	BROWNSBURGH-CHATAM	2
335 305E	ST-HIPPOLYTE	1
28 DU LIEVRE	MORIN-HEIGHTS	1
154 Long-Sault	ST-ANDRÉ ARGENTEUIL	1
79 CH Jonquilles	NOTRE-DAME-DU-LAUS	1

Region 16 – Montérégie		DMRE	
Address of property	Municipality/city	Units	% of inventory / weighting - region
3535 DE LA SAVANE	STE-ADÈLE	1	17,8 %
625 Promenade J. Martin	RIVIÈRE-BEAUDETTE	1	
700 DUHAMEL	ST-LAZARE	1	
196 JEAN	RIVIÈRE-BEAUDETTE	1	
741 CARDINAL LEGER 11	PINCOURT	1	
5 BOYER	NOYAN	1	
37 1ière Avenue	SAINT-PAUL-DE-L'ÎLE-	1	
110 St-Michel	YAMASKA	1	
9380 RIVERIN	BROSSARD	1	
282 GRANDE LIGNE	ST-JEAN SUR RICHELIE	1	
5175 BAILLARGEON	SAINT-HUBERT	1	
1307 Ch. Fournier	ACTON VALE	1	
24 MC CURDY	LAC-BROME	1	
978 RUE Des Samarres	ROXTON POND	1	
5380 Delson	SAINT-HUBERT	1	
545-547 JEANNE MANCE	SALABERRY-DE-VALLEYFIELD	2	
870 Vercheres	LONGUEUIL	1	
48 CREPIN	CHATEAUGUAY	2	
7750 Trahan 4	BROSSARD	1	
8 DUPUIS	LAC-BROME	1	
1310 Sainte-Foy Unité 6	LONGUEUIL	1	
574 STRAVINSKI	BROSSARD	1	
551 RUE Bullock	ROXTON POND	1	
7411 rue du Chardonneret	BROSSARD	1	
68 York ABC	HUNTINGDON	3	
89 9ième Rue	ST-JEAN-SUR-RICHELIEU	1	
1385 ELIE AUCLAIR	ST-POLYCARPE	1	
4666 Stuart	ST-ANICET	1	
2900 MANDEVILLE	SOREL-TRACY	1	
9 Hébert	BEDFORD	1	
1068 JEARY	GREENFIELD PARK	1	
84 BOUCHETTE	HUNTINGDON	1	
940 Decelles	FARNHAM	1	
977 Jacques-Cartier Sud	ST-JEAN-SUR-RICHELIEU	1	
101 MARIO	BRIGHAM	1	
115 1ère Avenue	SHEFFORD	1	
157 23 ième rue	VENISE-EN-QUÉBEC	1	
3554 SAINT-HUBERT	SAINT-HUBERT	1	
308 rue Duval	CONTRECOEUR	1	
165 DE LA RIVIERE	BEDFORD	1	
907 DES ECLUSES	STE-CATHERINE	1	
313 BONNEVILLE	ST-MATHIEU-DE-LAPRAIRIE	1	
10 Victoria	BEDFORD	1	
5630 DE VIGNIEU 402	CONTRECOEUR	1	
5394 HEBERT	SALABERRY-DE-VALLEYFIELD	2	
6 rue Robert	ST-JEAN-SUR-RICHELIEU	1	
2493 rue de L'Immaculée Conception	ST-OURS	1	
5700 CHAMBLY 112	LONGUEUIL	1	
345 DU GOLF	MONT-ST-HILAIRE	1	
370 CH. RACINE	BROMONT	1	

316 ROUTE 122	ST-DAVID	1
77 Saint-Charles Nord	GRANBY	1
18 MONDOR	NOYAN	1
3950 Boul. Sir-Wilfred Laurier 119	ST-HUBERT	1
210 Parent 101	GREENFIELD PARK	1
6200 BERNARD-RACICOT 6	SAINT-HUBERT	1
5650 rue Vignieu 302	CONTRECOEUR	1
179 DES MARGUERITES	CHATEAUGUAY	1
283 283A DES PATRIOTES	SAINT-JEAN-SUR- RICHE	2
830 De la Mine	ACTON VALE	1
221 Bonsecours	MASSUEVILLE	1
59 Saint Paul	SOREL-TRACY	1
48 39E	STE-BARBE	1
508 138e Avenue	ST-ANICET	1
3943-3945 DES PERVENCHES	SAINT-HUBERT	2
209 ST ANDRE	COWANSVILLE	1

Region 17 – Centre-du-Québec

			DMRE
Address of property	Municipality/city	Units	% of inventory / weighting - region
1145 AVE Godefroy 6	BÉCANCOUR	1	3,5 %
18 DES GOELANDS	DRUMMONDVILLE	1	
85 Route 261	MADDINGTON-FALLS	1	
716 Marie-Victorin	ST-PIERRE-LES- BECQUETS	1	
53 St-Henri	VICTORIAVILLE	1	
188 Plamondon	ST-FRANÇOIS-DU-LAC	1	
900 Rang St-Pierre	ST-ZÉPHIRIN COURVAL	1	
42 Ste-Anne	PIERREVILLE	1	
1784 Rang St Joseph	STE-PERPÉTUE	1	
13 ROUTE DE LA GRANDE- LIGNE	ST ROSAIRE	1	
705 ST-MICHEL	SAINT-CELESTIN	1	
455 MGR PROVENCHER	NICOLET	1	
301 DE L EGLISE	ST-ÉDMOND-DE- GRANTHAM	1	

**PORTFOLIO INVENTORY AS OF AUGUST 31, 2014
For Portfolio and Loans Administration (PLA), 7 to 50 Units**

Address	Municipality	% of inventory / weighting - region	# units (including non-rentable units)	# subsidized units	# non-rentable units	Vacancy rate (%) as of June 30, 2014	Monthly gross rental income collected as of June 30, 2014
Region 01 – Bas-Saint-Laurent							
No properties		1,0 %					
Note: For the calculation of the weighted average price, the percentage (%) of the inventory retained is 1.0%.							
Region 02 – Saguenay–Lac-Saint-Jean							
365, rue de L'Église	St-Charles de Bourget	4,3 %	12	1	0	8,3 %	4 221\$
Region 03 – Capitale-Nationale							
No properties		1,0 %					
Note: For the calculation of the weighted average price, the percentage (%) of the inventory retained is 1.0%.							
Region 04 – Mauricie							
No properties		1,0 %					
Note: For the calculation of the weighted average price, the percentage (%) of the inventory retained is 1.0%.							
Region 05 – Estrie							
1455-65, rue Dauphin et 1148-62, rue Jogues	Sherbrooke	4,3 %	12	3	0	33 %	3 810 \$
Region 06 – Montréal							
12561 à 12605 Gilbert-Barbier, 430-7466, Louis Darveau, 12562- 12620, Marc Aurèle Fortin et 7441-7449, Jacques Rousseau	Montréal	55,3 %	46	11	0	6,5%	36 806 \$
12301, rue Germain	Montréal-Nord		18	0	0	16,6 %	9 317 \$
12390, St-Jacques	Montréal-Nord		18	1	0	72 %	3 861 \$
11923 - 11931, Michel Sarazin	Montréal		16	7	0	18,8 %	7 865 \$

5215, Ch. de la Côte St-Catherine et 5722-5724, Mountain Sight	Montréal		29	5	1	3,5 %	13 628 \$
6291, rue Villeneuve	Montréal-Nord		8	2	0	37,5 %	2 379 \$
6372, rue Villeneuve	Montréal-Nord		8	1	0	43 %	2 199 \$
5630, rue des Narcisses	Montréal-Nord		10	2	0	30 %	3 150 \$

Region 07 – Outaouais							
18 rue Principale	Bouchette	3,6 %	10	0	0	70 %	1 072 \$

Regions 08 – Abitibi-Témiscamingue							
No properties		1,0 %					

Note: For the calculation of the weighted average price, the percentage (%) of the inventory retained is 1.0%.

Region 09 – Côte-Nord							
871, 897 et 931 René Bélanger	Baie-Comeau	16,6 %	22	0	2	5 %	12 532 \$
479 et 487 Gamache , 52 et 56 Père Divet	Baie-Comeau		24	0	9	0 %	16 434 \$

Region 10 – Nord-du-Québec							
No properties		1,0 %					

Note: For the calculation of the weighted average price, the percentage (%) of the inventory retained is 1.0%.

Region 11 – Gaspésie-Îles-de-la-Madeleine							
201, rue du Parc	Grande Rivière	4,3 %	12	0	0	0 %	6 208 \$

Region 12 – Chaudière-Appalaches							
133-137, rue Dobier et 338-346, Rousseau	Thetford Mines	2,9 %	8	1	0	37,5%	1 996\$

Region 13 – Laval							
760-766, ave Bois-de-Boulogne	Laval	8,7%	24	5	0	4,3%	11 160 \$

Region 14 – Lanaudière							
No properties		1,0 %					

Note: For the calculation of the weighted average price, the percentage (%) of the inventory retained is 1.0%.

Region 15 – Laurentides							
No properties			1,0 %				

Note: For the calculation of the weighted average price, the percentage (%) of the inventory retained is 1.0%.

Region 16 – Montérégie							
No properties			1,0 %				

Note: For the calculation of the weighted average price, the percentage (%) of the inventory retained is 1.0%.

Region 17 – Centre-du-Québec							
No properties			1,0 %				

Note: For the calculation of the weighted average price, the percentage (%) of the inventory retained is 1.0%.

7.8 APPENDIX H: Statistics (for information purposes)

Historical Inventories and Holding Periods DMRE Portfolio – 1 to 6 Units

Administrative regions of Quebec	Historical inventories		Average holding period (days)*	
	Average monthly inventory/region/ 2013 (properties)	Average monthly inventory/region/ 1 st half of 2014 (properties)	Average retention period/region/ 2013	Average retention period/region/ 1 st half of 2014
Région 01 : Bas St-Laurent	5	7	298	208
Région 02 : Saguenay, Lac St-Jean	5	12	234	214
Région 03 : Capitale-Nationale	7	11	387	282
Région 04 : Mauricie	13	14	414	194
Région 05 : Estrie	18	13	323	447
Région 06 : Montréal	16	20	349	343
Région 07 : Outaouais	22	29	339	260
Région 08 : Abitibi-Témiscamingue	6	5	190	No sale
Région 09 : Côte-Nord	2	2	413	543
Région 10 : Nord-du-Québec	4	5	No sale	222
Région 11 : Gaspésie, Îles-de-la-Madeleine	6	7	228	299
Région 12 : Chaudières-Appalaches	12	16	275	326
Région 13 : Laval	8	9	237	341
Région 14 : Lanaudière	50	63	320	396
Région 15 : Laurentides	82	94	324	432
Région 16 : Montérégie	82	76	289	312
Région 17 : Centre du Québec	9	10	309	373
Total average annual	347	393	n/a	n/a

* Retention period = date of the management contract to the date of delivery of property

Inventories as of August 31, 2014

Inventory as of August 31, 2014 (properties)	Inventory – 1 to 6 units as of August 31, 2014		Inventory – 7 to 50 units as of August 31, 2014		
	Inventory as of August 31, 2014 (properties)	% of inventory/ region weighting	Inventory (projects)	Inventory (units)	% of inventory/ region weighting (units)
Région 01 : Bas St-Laurent	4	1,1 %	--	--	--
Région 02 : Saguenay, Lac St-Jean	18	4,9 %	1	12	4,3 %
Région 03 : Capitale-Nationale	10	2,7 %	--	--	--
Région 04 : Mauricie	10	2,7 %	--	--	--
Région 05 : Estrie	16	4,3 %	1	12	4,3 %
Région 06 : Montréal	19	5,1 %	8	153	55,3%
Région 07 : Outaouais	26	7,0 %	1	10	3,6 %
Région 08 : Abitibi-Témiscamingue	--	--	--	--	--
Région 09 : Côte-Nord	1	0,3 %	2	46	16,6 %
Région 10 : Nord-du-Québec	4	1,1 %	--	--	--
Région 11 : Gaspésie, Îles-de-la-Madeleine	7	1,9 %	1	12	4,3 %
Région 12 : Chaudières-Appalaches	17	4,6 %	1	8	2,9 %
Région 13 : Laval	9	2,5 %	1	24	8,7 %
Région 14 : Lanaudière	64	17,3 %	--	--	--
Région 15 : Laurentides	86	23,2 %	--	--	--
Région 16 : Montérégie	66	17,8 %	--	--	--
Région 17 : Centre du Québec	13	3,5 %	--	--	--
Total August 31, 2014	370	100 %	16	277	100 %

7.9 APPENDIX I: Takeover Report

Address of the property :	
CMCH file no:	Real estate agency file no:
Type of building	
Number of floors:	Number of units:
If condo:	Int./ext. storage:
Contact info of condo association:	
Description of the surroundings:	
General condition of the building (interior and exterior):	
DESCRIPTION	COMMENTS
Foundation	
Exterior cladding	
Roof	
Openings	
Ledges	
Land	
Appurtenances	
Heating	
Oil tank: location/capacity/condition	
Environmental risk	
Cannabis cultivation	
Mould	
Electricity	Meter no:
Water	Meter no:
Sewer	
Hot water tank: Location/capacity/leasing (yes or no)	
Attach interior and exterior photos of the main building and of the annexes, secondary buildings and land.	
The report and the photographs must be electronically transmitted to CMHC.	

Definitions: type of building: condominium, semi-detached single-family, row town house, other.

Item	Description/type	Comments/condition/necessary work
Foundation	Concrete blocks Cast in place concrete Wood, stone, other	Cracks General condition of the finish Water infiltration
Cladding	Brick Stone Wood Aluminium, vinyl, other	Joint to be repointed Bulge Warped cladding Missing component
Roof	Tar, gravel Elastomer Asphalt shingles Wood singles, other	Condition of the roof Useful life Infiltration Condition of eaves
Openings (doors and windows)	Aluminium, vinyl, casement, sliding	Corrections to be made
Ledges (balconies, canopies)	Materials	Corrections to be made
Land	Lawn Grading, parking Landscaping, other	Corrections to be made
Appurtenances	Describe the garages and storage adjoining the property	Corrections to be made
Heating	Electric baseboards Hot air with oil, hot water Dual energy, other	Corrections to be made
Electricity	Panel capacity and panel type	Corrections to be made
Water	Well Municipal waterworks	Corrections to be made
Sewer	Municipal Septic tank, drainage ditch	Corrections to be made

Environmental risk

Please notify CMHC immediately if you suspect environmental contamination. Here are some elements that will serve in detecting contamination:

- Oil odour, buried oil tank and trace of oil
- Automobile repair garage or gasoline pump adjacent to the property
- Scrapped car bodies, engines, mechanical components, etc.
- Or any sign of possible contamination.

Special attention must be given to the drain of the basement and the garage or any indoor or outdoor oil tank of doubtful installation or age.

Cannabis cultivation

Please notify CMHC immediately if you suspect cannabis cultivation. Here are some elements that will serve in detecting this type of cultivation:

- Traces of mould
- Electrical modifications to the panel, the meter and the mast
- Presence of many electrical outlets
- Abnormal deterioration of the walls, such as:
 - Holes in the walls after installation of polyethylene (this may have been removed);
 - Holes in the walls caused by the former ventilation ducts, etc.
- Or any sign of possible cannabis cultivation.

Cannabis is often grown in the basement or in the garage.

Moulds

- Humidity odour
- Specific mould spots.

Any item not specified in the report or any item necessitating more details (e.g.: pool, heat pump, etc.).

Inventory:

Any furnishings which are an integral part of the property (e.g.: cooktop, dishwasher, air conditioner, central vacuum, etc.).

Renovations required:

All work to be performed in order to render the premises habitable and ensure the integrity of the property.

Necessary technical expertise:

Further to the findings, it is possible that it will be necessary to order the inspection of the stability of the roofs, the solidity of the structure or the potential environmental risks. Specify the types of interventions.

List of debris to be removed:

Produce an exhaustive list of the debris left on site both inside and outside, including the exterior storage. Provide an estimate of the time necessary to remove the debris.

7.10 APPENDIX J: Monitoring Report

CMHC account no. _____ Region: _____	Address of property _____ No. of units <input type="text"/> _____ vacant unit(s) <input type="text"/> occupied unit(s) <input type="text"/>					
SPRING / SUMMER / FALL	N/A	YES	NO	COMMENTS		
Lawn tended (mowed):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Location of septic tank + wells:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
WINTER						
Entrance and sidewalk cleared (snow):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Attic access door closed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Sign installed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Emergency sticker present:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Lockbox installed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Swimming pool drained, protected:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
WINTERIZATION						
1- Water supply shut off at road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
2- Circuit breaker closed (hot water)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
3- Hot water tank drained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
4- Plumbing antifreeze added (kitchen sink, "P trap", toilet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
5- Acceptable interior temperature (±15°C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
6- Furnace working:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____		
		Full	¾	½	¼	Empty
7- Oil level:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL						
- Lighting	_____	_____				
- State of windows	_____	_____				
- State of doors	_____	_____				
- Outside shed locked	_____	_____				
- Cleanliness (mail, fliers, waste, vermin, etc.)	_____	_____				
- Infiltration (roof, foundation, etc.)	_____	_____				
VALIDATION OF INSPECTIONS (dates and/or frequency of visits on CMHC record or broker's record) _____ _____ _____						
SPECIAL COMMENTS AND RECOMMENDED ACTIONS TO BE TAKEN _____ _____ _____ _____ _____ _____ _____ _____ _____						
Name of author of report: _____ Date of visit: _____						

7.11 APPENDIX K: Work Authorization Request

Address of the property:	
File number:	Date :
CMCH agent/analyst:	

Description of the work:

Proponent (*)	Cost
#1	\$
#2	\$
#3	\$

Authorisation to perform the work		Yes:	No:
Tender selected:			
Estimated work start and end dates:			
Comments:			
Account to charge			
CMHC signature, if necessary		Date:	
Manager's signature (work of up to \$2,500 for single-family houses and plexes and up to \$5,000 for PLA multi-unit properties)		Date:	

Follow-up of the work

The work was not performed (justify):	
The work was completed on: _____	
and complies with the drawings and specifications.	
Manager's signature:	Date:

7.13 APPENDIX M: Register of Visits

ADDRESS OF THE PROPERTY							CMCH#:		
Date of the visit									
Heating									
Plumbing									
Water heater									
Provision of heating oil									
Electricity									
Frost action									
Winterized home									
Hot water system									
Oil tank									
Sump pump									
Safety									
Lawn									
Snow removal									
Damage noted									
Comments:									
Representative's initials									

7.14 APPENDIX N: Notice – Accident (General) – CMHC 156



AVIS - ACCIDENT (GÉNÉRAL)

Distribution

<input type="checkbox"/>	Consultant, Gestion des risques, Division des services administratifs
<input type="checkbox"/>	Dossier

Protégé une fois rempli

N° de compte SCHL	Projet	Bureau	Date
-------------------	--------	--------	------

Moment et endroit de l'accident

Date de l'accident	L'accident s'est produit à		
Heure	Ville	Province	

Personnes blessées (Annexer feuillet supplémentaire au besoin)

Nom(s)	Adresse(s)		
Nature et gravité des blessures			
Nom du médecin-secouriste s'il y a lieu		Endroit où les blessés ont été transportés	

Domages à la propriété

Genre et description de la propriété endommagée	Endroit où elle peut être examinée
Caractère et importance des dommages	
Nom et adresse du propriétaire	Téléphone

Noms et adresses des témoins - IMPORTANT

Prière d'obtenir soigneusement les noms et adresses de témoins, passants ou proches voisins qui peuvent avoir vu l'accident ou avoir entendu tout compte rendu exprimé par l'une ou l'autre partie.

Nom(s)	Adresse(s)

Description de l'accident (Annexer croquis au besoin)

--

Signature de l'employé qui fait le rapport

7.15 APPENDIX O: Report – Fire / Property Loss Incident – CMHC

RAPPORT - INCENDIE/PERTE MATÉRIELLE									
DISTRIBUTION									
<input type="checkbox"/> Directeur national, Administration de l'assurance	<input type="checkbox"/> Consultant, Gestion des risques, Div. des services administratifs								
<input type="checkbox"/> Directeur régional, Centre des propriétés immobilières et de la gestion des cas de défaut, Centre d'affaires	<input type="checkbox"/> Dossier								
RAPPORT PRÉLIMINAIRE - PARTIE 1 Protégé une fois rempli									
Bureau déclarant	Code de projet								
Nom de l'ensemble et adresse	Numéro de compte SCHL								
Lieu de la perte (nom du propriétaire ou du locataire, s'il y a lieu)	Date de la perte								
Adresse du propriétaire ou du locataire (s'il y a lieu)	Date prévue de fin des réparations								
Genre de logement									
VICTIMES									
<input type="checkbox"/> Aucun <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;">Décès</td> <td style="text-align: center;">Adultes</td> </tr> <tr> <td style="text-align: center;">Enfants</td> <td style="text-align: center;">_____</td> </tr> </table>	Décès	Adultes	Enfants	_____	<input type="checkbox"/> Aucun <table style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;">Blessures</td> <td style="text-align: center;">Adultes</td> </tr> <tr> <td style="text-align: center;">Enfants</td> <td style="text-align: center;">_____</td> </tr> </table>	Blessures	Adultes	Enfants	_____
Décès	Adultes								
Enfants	_____								
Blessures	Adultes								
Enfants	_____								
Détails (en cas de décès, de dommages corporels ou d'autres dommages aux tiers, remplir la 60084 et l'annexer)									
DOMMAGES (DÉCRIRE ÉTENDUE ET PRÉCISER DOMMAGES À LA CHARPENTE)	Coût estimatif des réparations								
	\$								
	\$								
	\$								
	\$								
Réparations à la charge de	TOTAL								
<input type="checkbox"/> SCHL <input type="checkbox"/> Autres (préciser) _____	0,00 \$								
Formulaire 60071 envoyé au Bureau national									
<input type="checkbox"/> Oui <input type="checkbox"/> Non (préciser) _____									
CAUSE DE L'INCENDIE OU DE LA PERTE MATÉRIELLE									
<input type="checkbox"/> Appareils défectueux ou surchauffés	<input type="checkbox"/> Étincelles statiques	<input type="checkbox"/> Enfants et allumettes							
<input type="checkbox"/> Liquides inflammables	<input type="checkbox"/> Déchets, allumage inconnu	<input type="checkbox"/> Incendiaire soupçonné							
<input type="checkbox"/> Flammes nues	<input type="checkbox"/> Conduits de cheminées défectueux ou surchauffés	<input type="checkbox"/> Combustion spontanée							
<input type="checkbox"/> Combustible près des chaufferettes	Genre de cheminée	<input type="checkbox"/> Dégâts des eaux							
<input type="checkbox"/> Cigarettes/allumettes	<input type="checkbox"/> Maçonnerie <input type="checkbox"/> Autre (préciser) _____	<input type="checkbox"/> Fuite ou déversement de mazout							
<input type="checkbox"/> Préfabriqué	<input type="checkbox"/> Inconnues et indéterminées	<input type="checkbox"/> Tremblement de terre							
<input type="checkbox"/> Fils, etc. installation électrique	<input type="checkbox"/> Diverses causes connues	<input type="checkbox"/> Inondation							
<input type="checkbox"/> Appareils électriques	<input type="checkbox"/> Foudre	<input type="checkbox"/> Acte de vandalisme ou de malveillance							
<input type="checkbox"/> Tempête, grêle									
REMARQUES :									
S'il existe, joindre le rapport du directeur des services d'incendie.									
Signataire autorisé	Date								
RAPPORT FINAL - PARTIE 2									
Nom de l'ensemble et adresse	Code de projet								
Date d'autorisation du début des réparations	Réparations effectuées par								
	<input type="checkbox"/> SCHL <input type="checkbox"/> Entrepreneur								
	<input type="checkbox"/> Autre								
Renseignements complémentaires au rapport préliminaire	Coût total des réparations	\$							
Signataire autorisé	Date								
Assentiment de la province (le cas échéant)	Date								

SCHL 336 (60027) 9/2001 SHL PPU 050
La Société canadienne d'hypothèques et de logement est assujettie à la Loi sur la protection des renseignements personnels.
Tout individu a droit d'accès aux renseignements que détient la SCHL à son sujet.

Available in English



Canada

7.16 APPENDIX P: Financial Report and Tables 1 to 11

Prepared by the management firm:		_____
Name of the project:	_____	Number: _____
For the month of:	_____	

I. BANK RECONCILIATION

Bank balance (Start)	\$	_____	ct
Cheques in circulation (Start)	\$	_____	dt
Deposits in circulation (Start)	\$	_____	ct
Remittance from CMHC to the management firm	\$	_____	ct
Revenues	\$	_____	ct
Cheques returned by bank (NSF)	\$	_____	dt
Cheques emitted	\$	_____	dt
Banking fees	\$	_____	dt
Adjustments:			
_____	\$	_____	
_____	\$	_____	
_____	\$	_____	
_____	\$	_____	
Deposits in circulation (End)	\$	_____	dt
Remittance by the management firm to CMHC	\$	_____	dt
Cheques in circulation (End)	\$	_____	ct
Bank balance (End)	\$	<u>0.00</u>	dt

>> Enclose a certified true copy of bank statement<<

II. STATEMENT OF REVENUE

A. Opening balance

1 - Arrears

Residential	18201	_____	ct	
Parking	18201	_____	ct	
Commercial	18221	_____	ct	
				_____ ct

2 - Prepaid

Residential	18201	_____	dt	
Parking	18201	_____	dt	
Commercial	18221	_____	dt	
Tenants deposits & miscellaner	79100	_____	dt	
				_____ dt

Total opening balance : _____ dt 0,00 ct

B. Calculation of current accounts receivables

1 - Potential rental revenue		(Enclose Table 1)		
Residential	73110	_____	ct	<input type="text" value="0"/> Number of units
Parking	73310	_____	ct	
Commercial	73210	_____	ct	
				_____ ct
2 - Vacant units		(Enclose Table 2)		
Residential	74812	_____	dt	<input type="text" value="0"/> Number of units
Parking	74814	_____	dt	
Commercial	74813	_____	dt	
				_____ dt
3 - Free rents		(Enclose Table 3)		
Staff	74603	_____	dt	
Commercial	74161	_____	dt	
Tenants	74815	_____	dt	
				_____ dt
				_____ 0,00 ct
4 - Adjustments to previous periods				
4.1 - Potential rental revenue		(Enclose details in Appendix)		
Residential	73110	_____		
Parking	73310	_____		
Commercial	73210	_____		

4.2 - Vacant units		(Enclose details in Appendix)		
Residential	74812	_____		
Parking	74814	_____		
Commercial	74813	_____		

4.3 - Free rents		(Enclose details in Appendix)		
Staff	74603	_____		
Commercial	74161	_____		
Tenants	74815	_____		

				_____ 0,00
5 - Transfers to bad debts		(Enclose Table 4)		
Residential	74192	_____	dt	
Parking	74192	_____	dt	
Commercial	74192	_____	dt	
				_____ dt
6 - Tenants charges		(Enclose details in Appendix)		_____ dt
7 - GST		40835	_____	ct
8 - QST		41000	_____	ct
Total current accounts receivable				\$ <u>0,00</u> ct

III. STATEMENT OF COLLECTIONS

Total receipts (deposits)			_____	dt
Cheques returned by the bank (NSF)			_____	ct
Sundry collections				
Bad debts collection	(Enclose Table 5)	74192	_____	ct
Pre-acquisition collect	(Enclose Table 7)	79101	_____	ct
Broken leases		73403	_____	ct
Laundry room		73405	_____	ct
Others	(Enclose Table 6)	73403	_____	ct
			_____	dt
Total - net collection from rental			\$	<u>0.00</u> ct

IV. STATEMENT OF ACCOUNTS RECEIVABLE AT END OF PERIOD

Total - Accounts receivable Start		<u>0,00</u>	ct
Total - Current accounts receivable		<u>0,00</u>	ct
Total collections		<u>0,00</u>	ct
Accounts receivable End		<u>0,00</u>	ct

V. DETAILS OF ACCOUNTS RECEIVABLE AT END OF PERIOD

<u>1 - Arrears</u>	(Enclose Table 8A)			
Residential	18201	_____	dt	
Parking	18201	_____	dt	
Commercial	18221	_____	dt	
			_____	dt
<u>2 - Prepaid</u>	(Enclose Table 8B)			
Residential	18201	_____	ct	
Parking	18201	_____	ct	
Commercial	18221	_____	ct	
Tenants deposits & miscellaneo	79100	_____	ct	
			_____	ct
Accounts receivable End			<u>0,00</u>	dt

VI. Statement of expenses

A. Operations - Operating expenses

Electricity consumption	74130	_____	dt
Water and sewers	74132	_____	dt
Other energy consumption	74140	_____	dt
Condominium/common fees	74160	_____	dt
Management	(Enclose Table 9) 74161	_____	dt
Bank fees	74161	_____	dt
Building services	74188	_____	dt
Provision for uncollected rent	74192	_____	dt
Fire loss	74193	_____	dt
Premiums for renting	74195	_____	dt
Publicity / commission - rental fees and tender calls	74195	_____	dt
Real estate and school taxes	74301	_____	dt
			<u>0,00</u> dt

B. Operations - Maintenance expenses

Building exterior - maintenance	74221	_____	dt
Building exterior - painting	74226	_____	dt
Building interior - maintenance	74231	_____	dt
Building interior - painting	74234	_____	dt
Carpet	74236	_____	dt
Kitchen appliances	74253	_____	dt
Elevators	74257	_____	dt
Electrical/mechanical systems	74258	_____	dt
Maintenance of lots and hard-surfaced areas	74270	_____	dt
Maintenance services and building supplies	74274	_____	dt
Non-recurring maintenance - major expenditures	74275	_____	dt
GST amount (supplies taxable)	17959	_____	dt
Quebec Sales tax (supplies taxable)	17960	_____	dt
Salaries - Management firm staff	74603	_____	dt
Lodging expenses - food	74701	_____	dt
Lodging expenses - supplies	74702	_____	dt
Lodging expenses - medical supplies	74703	_____	dt
			<u>0,00</u> dt
Total - Operating expenses			<u>0,00</u> dt

C. Capital expenditures (See tab Expenditures)

Initial rehabilitation cost	74401	_____	dt
Cost of completing new acquired units	74402	_____	dt
Building exterior - repairs/replacements/improvements	74421	_____	dt
Building exterior - painting	74426	_____	dt
Building interior - repairs/replacements/improvements	74431	_____	dt
Building interior - painting	74434	_____	dt
Carpet	74436	_____	dt
Environmental assessment	74438	_____	dt
Environmental assessment site phase II	74439	_____	dt
Environmental assessment site phase III	74440	_____	dt
Environmental assessment site - other	74442	_____	dt
Kitchen appliances	74453	_____	dt
Elevators	74457	_____	dt
Electrical/mechanical systems	74458	_____	dt
Maintenance of lots and hard-surfaced areas	74470	_____	dt
Total - Capital expenditures			<u>0,00</u> dt

Property 1

DETAILS OF ACCOUNTS RECEIVABLE AT THE START

A. Opening balance

1 - Arrears

Residential	18201		ct	
Parking	18201		ct	
Commercial	18221		ct	
				_____ ct

2 - Prepaid

Residential	18201		dt	
Parking	18201		dt	
Commercial	18221		dt	
Tenants deposits and miscellaneous	79100		dt	
				_____ dt

Total opening balance: _____ dt 0,00 ct

DETAILS OF ACCOUNTS RECEIVABLES AT THE END

1 - Arrears

(Enclose Table 8A)

Residential	18201		dt	
Parking	18201		dt	
Commercial	18221		dt	
				_____ dt

2 - Prepaid

(Enclose Table 8B)

Residential	18201		ct	
Parking	18201		ct	
Commercial	18221		ct	
Tenants deposits and miscellaneous	79100		ct	
				_____ ct

Accounts receivable at the end _____ dt 0,00 dt

B. Calculation of current accounts receivables

1 - Potential rental revenue

(Enclose Table 1)

Residential	73110		ct	 Number of units
Parking	73310		ct	
Commercial	73210		ct	
				_____ ct

2 - Vacant units

(Enclose Table 2)

Residential	74812		dt	 Number of units
Parking	74814		dt	
Commercial	74813		dt	
				_____ dt

3 - Free rents

(Enclose Table 3)

Staff	74603		dt
Commercial	74161		dt
Tenants - Subsidy (ITA)	74815		dt
Tenants - Rebate for members	74815		dt
Tenants - Free rent	74815		dt

B. Calculation of current accounts receivables

1 - Potential rental revenue (Enclose Table 1)

Residential	73110		ct	
Parking	73310		ct	
Commercial	73210		ct	
				Number of units

2 - Vacant units (Enclose Table 2)

Residential	74812		dt	
Parking	74814		dt	
Commercial	74813		dt	
				Number of units

3 - Free rents (Enclose Table 3)

Staff	74603		dt	
Commercial	74161		dt	
Tenants - Subsidy (ITA)	74815		dt	
Tenants - Rebate for members	74815		dt	
Tenants - Free rent	74815		dt	
				dt
				0,00 ct

4 - Adjustments to previous periods

4.1 - Potential rental revenue (Enclose details in Appendix)

Residential	73110		
Parking	73310		
Commercial	73210		

4.2 - Vacant units (Enclose details in Appendix)

Residential	74812		
Parking	74814		
Commercial	74813		

4.3 - Free rents (Enclose details in Appendix)

Staff	74603		
Commercial	74161		
Tenants - Subsidy (ITA)	74815		
Tenants - Rebate for members	74815		
Tenants - Free rent	74815		

5 - Transfers to bad debts (Enclose Table 4)

Residential	74192		dt
Parking	74192		dt
Commercial	74192		dt
			dt

6 - Tenants charges (Enclose details in Appendix)

	73403		
	73403		
	73403		
	73403		
	73403		

7 - GST 40835 ct

8 - QST 41000 ct

Total current accounts receivable \$ 0,00 ct

III. STATEMENT OF COLLECTIONS

Bad debts collection	(Enclose Table 5)	74192		ct
Pre-acquisition collection	(Enclose Table 7)	79101		ct
Broken leases		73403		ct
Laundry room		73405		ct
Others	(Enclose Table 6)	73403		ct
		74xxx		
Total - net collection from rental				\$ <u>0,00</u> ct

VI. Statement of expenses

A. Operations - Operating expenses

Electricity consumption		74130		dt
Water and sewers		74132		dt
Other energy consumption		74140		dt
Condominium/common fees		74160		dt
Management	(Enclose Table 9)	74161		dt
Bank fees		74161	0,00	dt
Building services		74188		dt
Provision for uncollected rent		74192		dt
Fire loss		74193		dt
Premiums for renting		74195		dt
Publicity / commission - rental fees and tender calls		74195		dt
Real estate and school taxes		74301		dt
				<u>0,00</u> dt

B. Operations - Maintenance expenses

Building exterior - maintenance		74221		dt
Building exterior - painting		74226		dt
Building interior - maintenance		74231		dt
Building interior - painting		74234		dt
Carpet		74236		dt
Kitchen appliances		74253		dt
Elevators		74257		dt
Electrical/mechanical systems		74258		dt
Maintenance of lots and hard-surfaced areas		74270		dt
Maintenance services and building supplies		74274		dt
Non-recurring maintenance - major expenditures		74275		dt
GST amount (supplies taxable)		17959		dt
Quebec Sales tax (supplies taxable)		17960		dt
Salaries - Management firm staff		74603		dt
Lodging expenses - food		74701		dt
Lodging expenses - supplies		74702		dt
Lodging expenses - medical supplies		74703		dt
				<u>0,00</u> dt
Total - Operating expenses				<u>0,00</u> dt

C. Capital expenditures (See tab Expenditures)

Initial rehabilitation cost		74401		dt
Cost of completing new acquired units		74402		dt
Building exterior - repairs/replacements/improvements		74421		dt
Building exterior - painting		74426		dt
Building interior - repairs/replacements/improvements		74431		dt
Building interior - painting		74434		dt
Carpet		74436		dt
Environmental assessment		74438		dt
Environmental assessment site phase II		74439		dt
Environmental assessment site phase III		74440		dt
Environmental assessment site - other		74442		dt
Kitchen appliances		74453		dt
Elevators		74457		dt
Electrical/mechanical systems		74458		dt
Maintenance of lots and hard-surfaced areas		74470		dt
Total - Capital expenditures				<u>0,00</u> dt

Grand total - Expenses (A + B)

0,00 dt

Reimbursements to tenants

74xxx

For each additional property (ref. section 6.1(7), (6))

DETAILS OF ACCOUNTS RECEIVABLE AT THE START

A. Opening balance

1 - Arrears

Residential	18201		ct	
Parking	18201		ct	
Commercial	18221		ct	
				_____ ct

2 - Prepaid

Residential	18201		dt	
Parking	18201		dt	
Commercial	18221		dt	
Tenants deposits and miscellaneous	79100		dt	
				_____ dt

Total opening balance: _____ dt 0,00 ct

DETAILS OF ACCOUNTS RECEIVABLES AT THE END

1 - Arrears

(Enclose Table 8A)

Residential	18201		dt	
Parking	18201		dt	
Commercial	18221		dt	
				_____ dt

2 - Prepaid

(Enclose Table 8B)

Residential	18201		ct	
Parking	18201		ct	
Commercial	18221		ct	
Tenants deposits and miscellaneous	79100		ct	
				_____ ct

Accounts receivable at the end _____ dt 0,00 ct

B. Calculation of current accounts receivables

1 - Potential rental revenue

(Enclose Table 1)

Residential	73110		ct	 Number of units
Parking	73310		ct	
Commercial	73210		ct	
				_____ ct

2 - Vacant units

(Enclose Table 2)

Residential	74812		dt	 Number of units
Parking	74814		dt	
Commercial	74813		dt	
				_____ dt

3 - Free rents

(Enclose Table 3)

Staff	74603		dt
Commercial	74161		dt
Tenants - Subsidy (ITA)	74815		dt
Tenants - Rebate for members	74815		dt
Tenants - Free rent	74815		dt

B. Calculation of current accounts receivables

1 - Potential rental revenue		(Enclose Table 1)		
Residential	73110		ct	Number of units
Parking	73310		ct	
Commercial	73210		ct	
				ct
2 - Vacant units		(Enclose Table 2)		
Residential	74812		dt	Number of units
Parking	74814		dt	
Commercial	74813		dt	
				dt
3 - Free rents		(Enclose Table 3)		
Staff	74603		dt	
Commercial	74161		dt	
Tenants - Subsidy (ITA)	74815		dt	
Tenants - Rebate for members	74815		dt	
Tenants - Free rent	74815		dt	
				dt
				0,00 ct
4 - Adjustments to previous periods				
4.1 - Potential rental revenue		(Enclose details in Appendix)		
Residential	73110			
Parking	73310			
Commercial	73210			
4.2 - Vacant units		(Enclose details in Appendix)		
Residential	74812			
Parking	74814			
Commercial	74813			
4.3 - Free rents		(Enclose details in Appendix)		
Staff	74603			
Commercial	74161			
Tenants - Subsidy (ITA)	74815			
Tenants - Rebate for members	74815			
Tenants - Free rent	74815			
5 - Transfers to bad debts		(Enclose Table 4)		
Residential	74192		dt	
Parking	74192		dt	
Commercial	74192		dt	
				dt
6 - Tenants charges		(Enclose details in Appendix)		
	73403			
	73403			
	73403			
	73403			
	73403			
7 - GST	40835		ct	
8 - QST	41000		ct	
Total current accounts receivable				\$ 0,00 ct

III. STATEMENT OF COLLECTIONS

Bad debts collection	(Enclose Table 5)	74192		ct
Pre-acquisition collection	(Enclose Table 7)	79101		ct
Broken leases		73403		ct
Laundry room		73405		ct
Others	(Enclose Table 6)	73403		ct
		74xxx		
Total - net collection from rental				\$ <u>0,00</u> ct

VI. Statement of expenses

A. Operations - Operating expenses

Electricity consumption		74130		dt
Water and sewers		74132		dt
Other energy consumption		74140		dt
Condominium/common fees		74160		dt
Management	(Enclose Table 9)	74161		dt
Bank fees		74161	0,00	dt
Building services		74188		dt
Provision for uncollected rent		74192		dt
Fire loss		74193		dt
Premiums for renting		74195		dt
Publicity / commission - rental fees and tender calls		74195		dt
Real estate and school taxes		74301		dt
				<u>0,00</u> dt

B. Operations - Maintenance expenses

Building exterior - maintenance		74221		dt
Building exterior - painting		74226		dt
Building interior - maintenance		74231		dt
Building interior - painting		74234		dt
Carpet		74236		dt
Kitchen appliances		74253		dt
Elevators		74257		dt
Electrical/mechanical systems		74258		dt
Maintenance of lots and hard-surfaced areas		74270		dt
Maintenance services and building supplies		74274		dt
Non-recurring maintenance - major expenditures		74275		dt
GST amount (supplies taxable)		17959		dt
Quebec Sales tax (supplies taxable)		17960		dt
Salaries - Management firm staff		74603		dt
Lodging expenses - food		74701		dt
Lodging expenses - supplies		74702		dt
Lodging expenses - medical supplies		74703		dt
				<u>0,00</u> dt
Total - Operating expenses				<u>0,00</u> dt

C. Capital expenditures (See tab Expenditures)

Initial rehabilitation cost		74401		dt
Cost of completing new acquired units		74402		dt
Building exterior - repairs/replacements/improvements		74421		dt
Building exterior - painting		74426		dt
Building interior - repairs/replacements/improvements		74431		dt
Building interior - painting		74434		dt
Carpet		74436		dt
Environmental assessment		74438		dt
Environmental assessment site phase II		74439		dt
Environmental assessment site phase III		74440		dt
Environmental assessment site - other		74442		dt
Kitchen appliances		74453		dt
Elevators		74457		dt
Electrical/mechanical systems		74458		dt
Maintenance of lots and hard-surfaced areas		74470		dt
Total - Capital expenditures				<u>0,00</u> dt
Grand total - Expenses (A + B)				<u>0,00</u> dt
Reimbursements to tenants		74xxx		

This section to be filled only by CMHC's financial services

Region Québec

Date of verification AAAA-MM-JJ

Reference number JV 039-00000

Monthly reconciliation for the month of

Manager number

Service provider number

This section to be filled only by the manager

Name of the management firm

Name of project

Total number of phases 2

Description of phases

	<i>CMHC file number</i>	<i>Address of the property and/or name of the phase</i>
Phase 1		
Phase 2		

TABLE 1

CHANGE IN POTENTIAL REVENUE

1 - RESIDENTIAL RENT (start of the month)				
Unit number	Former rate	New rate	Difference	Reason for change
			\$0,00	
			\$0,00	
			\$0,00	
			\$0,00	
			\$0,00	
Total difference			<u>\$0,00</u>	
Potential rent- residential (End of month)				<u><u>\$0,00</u></u>

2 - PARKING FEES (Start of the month)				
Space number	Former rate	New rate	Difference	Reason for change
			\$0,00	
			\$0,00	
			\$0,00	
			\$0,00	
			\$0,00	
Total difference			<u>\$0,00</u>	
Potential revenue - parking (End of month)				<u><u>\$0,00</u></u>

3 - COMMERCIAL RENT (Start of the month)				
Site number	Former rate	New rate	Difference	Reason for change
			\$0,00	
			\$0,00	
			\$0,00	
			\$0,00	
			\$0,00	
Total difference			<u>\$0,00</u>	
Potential revenue - commercial (End of month)				<u><u>\$0,00</u></u>

TOTAL POTENTIAL REVENUE (START OF THE MONTH)	\$0,00
TOTAL DIFFERENCE	\$0,00
TOTAL POTENTIAL REVENUE (END OF MONTH)	<u>\$0,00</u>

TABLE 2

MONTHLY VACANCY LOSS

1 - RESIDENTIAL				
Unit number	Approved monthly rent \$	Rental date	Vacant since	Vacancy loss amount \$
				\$0,00
				\$0,00
				\$0,00
				\$0,00
				\$0,00
Subtotal (residential)				<u>\$0,00</u>

2 - PARKING				
Space number	Approved monthly fee \$	Rental date	Vacant since	Vacancy loss amount \$
				\$0,00
				\$0,00
				\$0,00
				\$0,00
				\$0,00
Subtotal (parking)				<u>\$0,00</u>

3 - COMMERCIAL				
Site number	Approved monthly rent \$	Rental date	Vacant since	Vacancy loss amount \$
				\$0,00
				\$0,00
				\$0,00
				\$0,00
				\$0,00
Subtotal (commercial)				<u>\$0,00</u>

TABLE 3

FREE RENTS, REBATES FOR MEMBERS, ITA SUBSIDY
 (when previously approved by CMHC)

1 - STAFF RENT				
Unit number	Name	Contractual rent \$	Rent collected	Free rent \$
				\$0,00
				\$0,00
				\$0,00
				\$0,00
				\$0,00
Subtotal (staff rent)				<u><u>\$0,00</u></u>

2 - COMMERCIAL RENT				
Unit number	Name	Contractual rent \$	Rent collected	Free rent \$
				\$0,00
				\$0,00
				\$0,00
				\$0,00
				\$0,00
Subtotal (commercial rent)				<u><u>\$0,00</u></u>

3 - ITA SUBSIDIES				
Unit number	Name	Contractual rent \$	Rent collected	ITA Subsidies \$
				\$0,00
				\$0,00
				\$0,00
				\$0,00
				\$0,00
Subtotal (ITA subsidies)				<u><u>\$0,00</u></u>

TABLE 4

TRANSFER TO BAD DEBTS

PART A: TO BE FILLED OUT BY CMHC ONLY			
CMHC project code:	_____	# account	_____
Unit cost:	_____		
MIF:	Single / Condo: _____	Multiple:	_____
CORE:	Coop / NPO _____		

PART - MANAGER

Residential: _____ Parking: _____ Commercial: _____

It is essential that a copy of all documents you have in the tenant's file be provided to us and that documents that are not available be indicated

	<i>Document attached</i>	<i>Document not available</i>	For CMHC only
Copy of the lease (including signatures page)	_____	_____	_____
Copy of rental application	_____	_____	_____
Copy of complaint filed with the Régie	_____	_____	_____
Copy of decision rendered by the Régie	_____	_____	_____
Others:	_____	_____	_____

Name of tenant: _____
 Address vacated: _____
 Current address: _____
 Tenant's telephone: _____ Work : _____

Date of departure or date of information obtained: _____

Reason for leaving :
 Died Evicted Fled
 Other _____

Duration of lease _____ to _____
 Monthly rent _____ /Month

Payment arrangement with the tenant Yes No
 If so, describe _____

Case filed with the Régie Yes No Date: _____
 Why: _____

Unpaid rent for the month of: _____ Amount due: _____

Other charges NSF Régie
Total of bad debts (11 + 12)
 Costs of repairs to the unit declared to the Régie _____

Prepared by: _____ Date: _____

TABLE 8A

(part 1)

ARREARS - END OF CURRENT MONTH

PROJECT NAME

PROJECT NUMBER

CURRENT MONTH

RESIDENTIAL

Unit number	Name	Specify MM/YY in arrears	Number of months	X	Contractual rent	+	Tenant charges	Amount in arrears	Action taken	Reason tenant has left if applicable (e.g eviction, skip, etc.)
				X		+		\$ -		
				X		+		\$ -		
				X		+		\$ -		
				X		+		\$ -		
				X		+		\$ -		
				X		+		\$ -		
				X		+		\$ -		
				X		+		\$ -		
				X		+		\$ -		
SUBTOTAL - RESIDENTIAL								<u>\$ -</u>		

TABLE 8A
 (part 2)
ARREARS - END OF CURRENT MONTH

PROJECT NAME

PROJECT NUMBER

CURRENT MONTH:

PARKING

Space number	Name	Specify MM/AA in arrears	X Contractual rent	+ Tenant charges	Amount in arrears	Action taken	Reason tenant has left, if applicable e.g.: eviction, skip ...)
			X	+	\$ -		
			X	+	\$ -		
			X	+	\$ -		
			X	+	\$ -		
SUBTOTAL - PARKING					<u>\$ -</u>		

COMMERCIAL

Unit number	Name	Specify MM/AA in arrears	X Contractual rent	+ Tenant charges	Amount in arrears	Action taken	Reason tenant has left, if applicable e.g.: eviction, skip ...)
			X	+	- \$		
			X	+	- \$		
			X	+	- \$		
			X	+	- \$		
SUBTOTAL - COMMERCIAL					<u>- \$</u>		

TABLE 8 B

PREPAID AMOUNTS AND DEPOSITS FROM TENANTS END OF CURRENT MONTH

1 - RESIDENTIAL		
Unit number	Name	Prepaid amount
Subtotal - residential		\$0,00
2 - PARKING		
Unit number	Name	Prepaid amount
Subtotal - parking		\$0,00
3 - COMMERCIAL		
Unit number	Name	Prepaid amount
Subtotal - commercial		0,00 \$
4 - TENANTS DEPOSITS AND MISCELLANEOUS		
No of unit	Name	Tenants deposits - reimbursements
Subtotal - Tenants deposits and miscellaneous		0,00 \$

Total prepaid amounts plus tenants deposits and miscellaneous - end of current month _____ 0,00 \$

TABLE 9

MANAGEMENT FEES *

Project name

(Details of fees as per terms of the contract)

Part A	
AMOUNT USED IN CALCULATING THE MANAGEMENT FEES	
Collections total, net ** =	
Plus : Total of collection prior to acquisition = (if applicable)	
Plus : Total of subsidies = (if applicable)	
Total =	<u>\$0,00</u>
% Subsidies and collected amounts= (% according to the management clause)	<u>#VALEUR!</u>
FEES =	#VALEUR!

OR

Part B	
Allowance per unit rented	<u>\$0,00</u>
The highest amount of part A and part B	\$0,00

Partie C	
OTHER FEES (if applicable)	\$0,00
SUBTOTAL	\$0,00

TOTAL MANAGEMENT FEES (A or B and/or C) =	
Amount of GST =	- \$
Amount of QST =	- \$
GRAND TOTAL =	<u>0,00 \$</u>

* Fees are based on the provisions of the management contract

** Total of net collections on page 3 of the monthly report. **Do not** include NSF cheques when calculating the fees.

Table 10

RENTS PAID IN ADVANCE BEFORE CMHC ACQUIRED THE PROJECT

1 - RÉSIDENTIAL - rents paid in advance						
Unit number	Name	Number of months	X	Contractual rent	=	Amount \$
			x		=	0,00 \$
			x		=	0,00 \$
			x		=	0,00 \$
			x		=	0,00 \$
			x		=	0,00 \$
Subtotal - residential						0,00 \$

2 - PARKING						
Space number	Name	Number of months	X	Contractual rent	=	Amount \$
			x		=	0,00 \$
			x		=	0,00 \$
			x		=	0,00 \$
			x		=	0,00 \$
			x		=	0,00 \$
Subtotal - parking						0,00 \$

3 - COMMERCIAL						
Unit number	Name	Number of months	X	Contractual rent	=	Amount \$
			x		=	0,00 \$
			x		=	0,00 \$
			x		=	0,00 \$
			x		=	0,00 \$
			x		=	0,00 \$
Subtotal - commercial						0,00 \$

4 - OTHER TENANT DEPOSITS AND MISCELLANEOUS						
Unit number	Name	Number of months	X	Contractual rent	=	Tenant deposits and miscellaneous
			x		=	
					=	
					=	
					=	
					=	
Subtotal - Tenant deposits and miscellaneous						\$0,00

Table 11

ARREARS BEFORE CMHC ACQUIRED THE PROJECT

1 - RESIDENTIAL			
Unit number	Name	Contractual rent	Amount \$
Subtotal - residential			\$0,00

1 - PARKING			
Space number	Name	Contractual rent	Amount \$
Subtotal - parking			\$0,00

1 - COMMERCIAL			
Site number	Name	Contractual rent	Amount \$
Subtotal - commercial			\$0,00

TOTAL OF ARREARS BEFORE CMHC ACQUIRED THE PROJECT \$0,00

Here is a brief explanation of how to fill out each table:

Table 1

This table is used to identify changes made in potential rent during the month.

It is completed using the potential revenue of the previous month to which are added the changes relevant to the current month to obtain the potential rent revenue of the month.

The rent revenue can vary only if a rent increase or decrease has been approved. Please ensure that a copy of the Rent Register is annexed to each report.

1. Residential rent – total amount of rent requested at the start of each month for the project.
2. Parking revenues – total amount for parking fees, including interior and exterior spaces.
3. Commercial rent – to be filled out only if the project managed includes commercial spaces.

The potential revenue for the month when the project is sold will be calculated on a pro rata basis based on the actual date of the sale.

Table 2 (Vacancy loss)

This table is used to report the month's vacancy loss.

Residential – all the units which were vacant for the whole month or for a part thereof.

Parking – to be used for parking spaces which were vacant for the whole month or for a part thereof.

Commercial – only fill out in if there are commercial spaces.

The vacancy losses for the month when the project is sold will be calculated on a pro rata basis based on the actual date of the sale.

Table 3 (free rents, rebates for members, ITA subsidies)

Fill out only if CMHC approved a promotion program of temporary free rents or if there are rebates for members or subsidies for Income-tested assistance given to tenants.

Housing allowance – to be used only if the resident janitor or manager is authorized to pay a lower rent than the market rent. The difference is paid in the form of a housing allowance.

The rent allowance amounts for employees will be considered as salary expenses and will be included in the amounts reported on the income tax slips (T4 and TP4)

These amounts for the month when the project is sold will be calculated on a pro rata basis based on the actual date of the sale.

Table 4

The accounts for tenants in arrears are to be transferred to bad debts as soon as these tenants leave their units.

Table 5

Is to be used to report to report bad debt collections.

Table 6

To ensure follow-up on certain inflows of funds, you are to report, on this table, various collections such as: rental revenue from appliances and furniture not included in the base rent, rental of rooms, rent supplement and other.

Table 7

Is to be used to report amounts collected from tenants in arrears when CMHC acquired the project (“the property”).

Table 8

Is to be used to enter details on amounts in arrears and pre-paid amounts as well as details on deposits from tenants at the end of the period.

Table 9

Provides details for calculating the management fees charged for the period. You are to indicate the GST and QST amounts applicable to these fees.

You also have to identify your GST and your QST account numbers.

Table 10

To be used if, at the time the title was transferred to CMHC (acquisition date), some tenants had prepaid their rents. In such cases, you are to report the amount indicated on this table under the Statement of Revenue heading in item 2 of the opening balance. This table is also used to report deposits from tenants.

Table 11

Is to be used if, at the time the title was transferred to CMHC (acquisition date), some tenants accounts were in arrears. This data is not to be reported under the Statement of Revenue heading in item 1 in the opening balance.

This table must be updated until there are no values left so as to keep track of amounts received.