

**RESIDENTIAL CONSTRUCTION REBATE PROGRAM  
REQUEST FOR PAYMENT**

**Homeowner Information/Instructions:**

- Only homeowners in receipt of a pre-approval letter, which states that they are pre-approved for the Residential Construction Rebate, should complete this Request for Payment Form.
- Please complete the form in full, include all supporting documents and ensure this form is signed. An incomplete form and/or lack of required supporting documentation may result in the form being returned and payment being delayed.
- Payment of the rebate will be subject to confirmation that the applicant and any co-applicant(s) are in good standing with the Government of Newfoundland and Labrador (i.e. no debt owing).
- Request for Payment forms must be received by **June 30, 2021**.
- Please submit completed form to:

**Canadian Home Builders' Association – NL**

48 Welland Street  
St. John's, NL A1E 6C1  
Telephone: (709) 753-2000  
Toll free: 1-800-265-2800  
Fax: (709) 753-7469  
E-mail: admin@chbanl.ca

**Homeowner(s) Information**

**Pre-Approved Application ID #:** RCR \_\_\_\_\_ (Located on Pre-approval Letter)

**Name:** \_\_\_\_\_  
(Last name) (First Name)

**Mailing Address:**

\_\_\_\_\_  
(Street/Postal Box) (City)

\_\_\_\_\_  
(Province) (Postal Code)

\_\_\_\_\_  
(Phone #) (Email Address)

**Supplier Number:** \_\_\_\_\_ **Supplier Site Code:** \_\_\_\_\_

To obtain a vendor number, you must complete and submit the Supplier Setup and Maintenance Form (available online at <https://www.gov.nl.ca/fin/supplier-form/>). Your vendor number will be emailed to you by the Department of Finance. Do not submit this application until you have received and included your vendor number above.

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Applicant's Social Insurance Number

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Co-Applicant's Social Insurance Number

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Applicant's Date of Birth

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Co-Applicant's Date of Birth

### Claim Information

Total Eligible Costs (before HST): \_\_\_\_\_ (Line 1)

- Maximum allowable total cost for a renovation project is \$40,000 (before HST)
- Maximum allowable total cost (including land) for a new home build is \$350,000 (before HST)

Rebate Rate: 25% (Line 2)

Claim Amount: \_\_\_\_\_ (Line 1 multiplied by Line 2)

Note: The pre-approval amount will not be increased should the cost of the home renovation or new home build increase. If the actual cost of the project is less than the pre-approved amount, the rebate will be based on the actual project cost to ensure the maximum allowable rebate of 25% is issued.

The renovation/new home construction was substantially completed by \_\_\_\_\_ (date).

### Required Documentation

In order to process your payment, please ensure the following documentation is included:

- Detailed Invoice(s) of work completed or Home and Land Purchase Agreement(s). If rebate applies to new home construction, please ensure that the agreement provides information on the cost of house and land.
- Proof of Payment to the contractor from the homeowner (that is, payment receipt from contractor).
- Supplier Number and Supplier Site Code, issued by the Government of Newfoundland and Labrador, Department of Finance (required in Homeowner Information section above).

### Declaration

I/we hereby certify that:

- The information contained in this application is, to the best of my/our knowledge, true, complete and correct in every respect.
- The project has been completed as per pre-approval, including eligible costs, dates, scope, and contractors used.
- The renovation/new home construction was substantially completed on or before March 31, 2021.
- I/we have not previously made a claim for the "Residential Construction Rebate."

- I/we have not availed of any other government program that provides grants or subsidies for this renovation or new home construction.
- I/we am/are in good standing with the Government of Newfoundland and Labrador (i.e. no debt owing).
- All relevant documents are available for inspection and/or audit upon request of the Department of Finance, Government of Newfoundland and Labrador.
- Where an amount paid under this benefit program is determined to be an overpayment, I/we am/are responsible for repayment and the Government of Newfoundland and Labrador may take necessary action to recover such amounts.
- I/we authorize the release by third parties, including Public Bodies as defined in the **Access to Information and Protection of Privacy Act, 2015**, of all information CHBA - NL and/or Department of Finance may require to verify the accuracy of any information submitted in this application.

Applicant's Name (Please Print)	Co-Applicant's Name (Please Print)
Applicant's Signature	Co-Applicant's Signature
Date	Date

**We are unable to process this form if it is unsigned.**

<b>Privacy Notice</b>
Your personal information is being collected in accordance with section 61(c) of the <b>Access to Information and Protection of Privacy Act, 2015 (ATIPPA, 2015)</b> and will be used for the administrative and statistical purposes related to the Residential Construction Rebate Program. It will not be used or disclosed for any other purposes unless authorized under <b>ATIPPA, 2015</b> or required by law. For questions or comments related to the protection of your personal privacy, please e-mail Beth Bartlett, ATIPP Coordinator, at <a href="mailto:bethbartlett@gov.nl.ca">bethbartlett@gov.nl.ca</a>

<b>For CHBA Use Only</b>
Work substantially complete by March 31, 2021: Yes or No
Application #:
Verifier: