

**Tile Drainage Loan Application Guidelines- Town of Greater Napanee**

1. Applications are available at [www.greaternapanee.com](http://www.greaternapanee.com) or by contacting the General Manager of Finance, Paul Dowber, at [pdowber@greaternapanee.com](mailto:pdowber@greaternapanee.com) . The current loan amount per owner is 75% of eligible cost to a maximum of \$50,000.00, inclusive of all municipalities in Ontario. The interest rate (currently 6 %) is set by the province annually. It is the property owner's responsibility to make sure that the installing contractor is fully licensed by the Province of Ontario. Failure to do so may make you ineligible to receive the tile drainage loan.
2. Completed applications can be returned to the Manager of Community Economic Development for presentation to Council for approval. Property taxes must be paid up to date before approval can be given. Approval must be received before work is commenced. If work has been completed before Council approval and before an inspection, you may be disqualified from receiving a loan.
3. Once Council approval has been received you may proceed with installation. Before work is started, the Town must be notified for the work to be inspected while in progress. The work must be inspected, or your loan application will not be processed. Contact the Town to book an inspection.
4. As soon as work is completed and you have received all your invoices and drainage plan, they should be taken to the Town Office. The invoices need **not** be marked paid at this stage, as these figures will only be used for processing the loan.
5. Since loans are issued only once a month and must be approved by the Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA), timing is very important. The finance department needs at least five working days before the 3rd Monday of each month to prepare the loan documents. The loan debenture is the 1st day of the following month. If not received by that date your loan will be delayed until the following month. Your cheque will be issued to you after we receive the loan money from OMAFRA. This whole process could take up to six weeks.
6. An estimate of the cost of material and installation must be provided on the application. We recommend that you be as close to the cost as possible. Loans will be reduced by any discounts for early payment and the full H.S.T. An inspection fee of \$300.00 (subject to change) is also deducted from your loan cheque.
7. Once you receive your loan, repayment of principal and interest will be made with your property taxes.
8. Failure to comply with any of these provisions, improperly installing the tile drainage system or misrepresentation by way of cost, design or any other means could invalidate your right to receive a loan.

By signing this copy, I understand and agree with the procedures.

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Signature

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Date