

Instructions about requests for payments

Repairs completed by a contractor:

If you have hired one or more contractors to do the repairs on your property and you wish to receive payment for some or all of the repairs which are completed, follow the steps below:

STEP 1: Obtain signed invoices from your contractor(s) in the form of progress billing for repairs which has been completed to date. An acceptable invoice will include the contractor(s) name, address and Business Number (BN). Invoices for repairs other than those for which your PEIHRP(s) forgivable loan was approved will not be accepted.

STEP 2: Complete a Request for Payment form and attach each separate invoice requiring payment. Your contractor(s) will be able to help you fill in the information required. If you are asking for payment for only one contractor, you only have to fill his/her name on the Request for Payment form once.

STEP 3: Mail the form and the contractor's invoices to PEIHRP office.

STEP 4: The technician will contact you to arrange a follow up inspection.

Note: Please remember, the homeowner(s) is/are responsible to ensure that the repairs have been completed properly and that you are satisfied with them. Do not request payment for repairs which have not yet been completed or for repairs with which you are not satisfied. At least \$1,000 or 50% minimum worth of repairs must be completed before a request for payment can be made. You are allowed up to two requests for payments of completed renovations during the renovation period.

Repairs completed by a homeowner:

If you are doing the repairs to your property yourself, whether or not you are a contractor, an inspection of your property is necessary each time you request a payment for your completed repairs. Therefore, you must contact the technician with PEIHRP and request a follow up inspection.

* Important: Read and follow instructions above carefully prior to submitting the Request for Payment Form. Homeowner(s) must sign and return the Request for Payment form including all invoices before funds will be disbursed.

PEIHRP Request For Payment Form		
Property Information:		
Property owner(s) names (Please Print):	Property ID#	
	Date:	
	Daytime phone number:	
	Alternative phone number:	
Street/Apt#. Street Name/RR#/Civic#		
City/Municipality	Province	Postal Code
Invoice Information:		
Please list all original invoices you have attached for payment. You can attach multiple invoices for payment. Requests must be valued at a minimum of \$1,000 or 50% of total project costs before a request for payment can be made.		
Name of contractor	Work order item #	Amount of invoice
Number of invoices included:		Invoice Total(s):
Declaration: I hereby declare that all the repairs described above have been completed to my complete satisfaction and ask that you send me a payment for the Total Payment Requested. I understand that a technician will be visiting my property to verify that the repairs have been completed and that such an inspection is not a guarantee that construction or renovation complies within building codes and standards. As owner(s), I/we are responsible to ensure that the quality of repairs and materials meet contract and agreement specifications. My invoices from my contractor(s) or supplier(s) are attached.		
X Signature:		Date:
X Signature:		Date:
Electronic Payment to Contractor or Supplier:		
If you wish your Contractor or Supplier to receive payment directly from PEIHRP through electronic funds transfer, the following Request and Declaration must be completed:		
I hereby request that PEIHRP provide payment to my Contractor or Supplier directly through electronic funds transfer and I hereby declare that notwithstanding any such electronic funds transfer made by PEIHRP, I as the homeowner am solely responsible to my Contractor or Supplier for payment and as such I agree to indemnify and save harmless the PEIHRP, the Government of PEI, CMHC and the Government of Canada, jointly and severally, from any and all claims, demands, losses, actions or liability of any kind whatsoever that may arise out of or result from the requested electronic funds transfer.		
X Signature:		Date:
X Signature:		Date: