



Bingwi Neyaashi  
Anishinaabek

## PERMISSION LETTER FOR RENOVATION/ADDITION TO A RENT-TO-OWN PROPERTY

*This Letter is pursuant to the Bingwi Neyaashi Anishinaabek Housing Policy.*

(DATE)

(TENANT NAME)  
Lot # (\_\_\_)  
(CIVIC ADDRESS)  
Sand Point ON POT 2B0

Dear (TENANT NAME),

We are pleased to inform you that your request for **(RENOVATION/ADDITION SPECIFICS)** to your home/property has been accepted with the understanding that all costs and insurance will be your responsibility as the tenant, and expenses for the project will not be re-imbursed, including if you vacate the home before the end of the Rent-to-Own tenancy.

To keep the process smooth, kindly provide us with the start date and expected completion date for the planned work. Additionally, we ask that you forward the following stipulations to the Housing Coordinator no later than two weeks after the completion date:

1. Project description and details outlined.
2. Summary of costs with a copy of project expenses attached for insurance purposes.
3. Documentation showing that the project complies with the Ontario Building Code.
4. Documentation showing work completed by certified technicians.
5. If applicable, size and location for exterior work.

We appreciate your efforts to minimize disruption while the renovations are carried out. We look forward to any updates or concerns you may have throughout your project.

If you have any questions or require further information, please feel free to reach out to me directly.

Thank you for your cooperation.

Sincerely,

Paulette Facca  
BNA Housing Coordinator