

# HOMEOWNER CHECKLIST

Use this checklist to help you plan your additional residential unit project.

<p>Getting Started</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider the pros and cons of adding an ARU</li> <li><input type="checkbox"/> Investigate the feasibility of adding an ARU, including how zoning by-laws for ARUs apply to your property’s location and what type(s) of ARU would be most suitable             <ul style="list-style-type: none"> <li><input type="checkbox"/> Consult your local municipality’s building department</li> <li><input type="checkbox"/> Consult financial experts</li> <li><input type="checkbox"/> Research to find qualified professionals that can help you design and build an ARU</li> </ul> </li> </ul>
<p>Design</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Understand the different sets of design requirements your ARU must meet             <ul style="list-style-type: none"> <li><input type="checkbox"/> Reach out to the planning department if you are unable to meet any municipal requirements (after contacting the local building department)</li> </ul> </li> <li><input type="checkbox"/> Consider design principles and best practices (think about people, community, and longevity)             <ul style="list-style-type: none"> <li><input type="checkbox"/> See additional tools and resources for more examples</li> </ul> </li> </ul>
<p>Financing and Funding</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that your budget factors in hard costs, soft costs, and operating costs for after your ARU is built</li> <li><input type="checkbox"/> Investigate whether there is funding available to support your ARU project             <ul style="list-style-type: none"> <li><input type="checkbox"/> Reach out to Bruce County Human Services for more information</li> </ul> </li> </ul>
<p>Planning and Approvals</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the process of applying for a building permit for your local municipality             <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare your application, including requirement attachments</li> <li><input type="checkbox"/> Submit your application</li> <li><input type="checkbox"/> Book building inspections at appropriate points</li> <li><input type="checkbox"/> Receive an occupancy permit</li> </ul> </li> </ul>

Renting out an  
ARU

- Understand your role, responsibilities, and legal obligations as a landlord
  - Review educational resources for landlords
- Select tenants using a fair process and enter into a tenancy agreement
  - Reach out to Bruce County Human Services if you are interested in providing affordable housing
- Provide a safe home for your tenants and maintain good relationships
- Declare your rental income and operating expenses when you do your taxes