

Chatham-Kent Housing Services Division
AFFORDABLE HOMEOWNERSHIP PROGRAM
APPLICATION FORM

OVERVIEW

- The Investment in Affordable Housing (IAH 2014 Ext.), Homeownership Program is being delivered by Chatham-Kent Housing Services on behalf of the Federal and Provincial governments.
- The program provides qualified low to moderate-income households with interest-free down payment loans of **10% of the purchase price of the home to a maximum of \$25,000.**
- Recipients of the loan can purchase a new or resale home with a maximum purchase price of **\$403,000.00** located in Chatham-Kent.
- Funding will be in the form of a **20-year interest-free loan registered on title.**
- All homes must have a home inspection completed by a Registered Home Inspector or Associate/Applicant Member of the Canadian Association of Home and Property Inspectors. The cost of the inspection is at the purchaser's expense. Please see [the Ontario Association of Home Inspectors website](#).

To apply, you must:

1. Be at least 18 years old and currently renting in Chatham-Kent
2. Not own or not partly own another home or property
3. Not owe money to a Social Housing landlord
4. Be a legal resident of Canada
5. Have a total gross household income of **\$98,600.00** or less
6. Qualify for a mortgage at a recognized financial institution
7. Intend to have this home as your one and only residence



REFER TO THE CHECKLIST TO ENSURE
YOU HAVE SUPPLIED ALL REQUIRED DOCUMENTATION.

Deliver or mail your completed application along with your supporting documents to:

Chatham-Kent Housing Services
Attn: Affordable Homeownership
435 Grand Avenue West, P. O. Box 1296
Chatham ON N7M 5R9

For detailed information about this program, please see the Chatham-Kent Affordable Home Ownership Fact Sheet at www.chatham-kent.ca or call us at **519-351-8573**.

Chatham-Kent Housing Services Division
AFFORDABLE HOMEOWNERSHIP PROGRAM
APPLICATION FORM

APPLICATION - Checklist

1. You must attach proof of all sources of income and assets to this application. We cannot process your Home Ownership Application if required documents are missing. Check the appropriate boxes below indicating if the documents are included with your application.
2. Only signed original applications in pen will be accepted. (Faxes are not permitted)
3. Completed applications are first come, first serve.

REQUIRED	DESCRIPTION OF ITEMS TO BE COPIED	APPLICANT	CO-APPLICANT	OTHER(S)
Status in Canada	Birth Certificate/Canadian Citizenship or Canadian Passport/Landed Immigrant/Refugee Claimant Papers/Permanent Resident Card for ALL			
Immigration	Application and Immigration Receipt of Payment for Landed Immigrant and/or Refugee Claimant Status			
Alimony/Child Support	Proof of spousal/child support payments			
Assets/Investments	Asset statements for ALL investments (i.e., RRSP, GIC, stocks, bonds, debentures, RESP, education/trust funds, mutual funds, annuities, etc.) and T-slips			
Banking	3 months of activity on all bank accounts for all household members (Statements and/or books)			
Bankruptcy	Bankruptcy paperwork (list of assets, liabilities, notice of discharge, etc.)			
Employment	At least 4 current consecutive pay stubs showing gross pay, year to date. Letter from employer (on company letterhead) stating monthly income and length of employment			
Employment Insurance (EI)	Current Employment Insurance (EI) statement showing gross amount			
Income Tax	Current Notice of Assessment(s) and Income Tax Summary.			
Life Insurance	Life insurance policies showing value and cash surrender value			
ODSP or Ontario Works (OW)	Current cheque stub & drug card			
Other Income	Proof of any other income (i.e., WSIB, OSAP, etc.)			
Past Housing History	Two years residency history and copy of current rental receipt			
Pensions	Current statement of any pension income (i.e., CPP, OAS, Private or Company Pension, etc.) and most recent T-slips			
Photo Identification	For the Applicant(s), attach a photocopy of one piece of photo ID (i.e., driver's licence, passport)			
Self Employment	If self-employed less than one year: <ul style="list-style-type: none"> • Affidavit of earnings and expenses sworn before a Notary Public or Commissioner of Oaths If self-employed more than one year: <ul style="list-style-type: none"> • Financial statements prepared by a public accountant • Certified income tax return and Notice of Assessment from previous year 			
School	Proof of enrolment in school for those 16 years of age or older			

Chatham-Kent Housing Services Division

AFFORDABLE HOMEOWNERSHIP PROGRAM APPLICATION FORM

Main Applicant		Please print your FULL legal name (First, Middle, Last):			
Gender: Female Male					
Address – Street # and Street Name		Unit/Apt #	City		Postal Code
Home Phone	Business Phone		Cell Phone		
E-mail	Date of Birth (MM/DD/YYYY)		SIN# (optional)		
Mr. Mrs. Miss Ms.	Marital Status: Married Divorced Single Separated				
Your status in Canada: Canadian Citizen Landed Immigrant Refugee Native Canadian					
Have you ever applied for a mortgage before?: Yes No					
Have you owned a house before?: Yes No					

Co-Applicant (if applicable)		Please print your FULL legal name (First, Middle, Last):			
Gender: <input type="checkbox"/> Female Male					
Address – Street # and Street Name		Unit/Apt #	City		Postal Code
Home Phone	Business Phone		Cell Phone		
E-mail	Date of Birth (MM/DD/YYYY)		SIN# (optional)		
Mr. Mrs. Miss Ms.	Marital Status: Married Divorced Single Separated				
Canadian Status: Canadian Citizen Landed Immigrant Refugee Native Canadian					
Have you ever applied for a mortgage before?: Yes No					
Have you owned a house before?: Yes No					

For Office Use Only	For Office Use Only
	Date & Time Stamp

Dependents: (Either living at home or away attending school full-time)

Last Name	First Name	Relationship to you	Gender	Student	Date of Birth
			Female Male	Yes No	
			Female Male	Yes No	
			Female Male	Yes No	
			Female Male	Yes No	

NOTE: Attach proof of enrolment in school for those 16 years of age or older.

Program Eligibility

Questions	Applicant	Co-Applicant
1. Do you currently rent?	Yes No	Yes No
2. Do you own or have a vested interest in a house/land (in Canada or abroad)? If Yes, please provide details:	Yes No	Yes No
3. Are you presently on the Social Housing Coordinated Access Waiting List?	Yes No	Yes No
4. Have you ever lived in Rent-Geared-to-Income Housing anywhere in Ontario? If Yes, please provide details:	Yes No	Yes No
5. Have you ever declared personal bankruptcy? If Yes, has the bankruptcy been discharged? Discharge Date: _____	Yes No	Yes No
6. Have you ever been convicted of misrepresenting income?	Yes No	Yes No
7. Do you have any liens or judgements against you? If so, please provide details:	Yes No	Yes No

NOTE: Attach bankruptcy paperwork including list of assets, liabilities, notice of discharge, etc.

Employment History

Please use the space below to provide us with information on your employment history.

Applicant	Start Date	End Date	Employer Name	Job Title
Current				
Previous Job 1				
Previous Job 2				

Co-Applicant	Start Date	End Date	Employer Name	Job Title
Current				
Previous Job 1				
Previous Job 2				

Income

Income amount is the total gross amount (before deductions) per month. **Please give us proof of all sources of income for all persons 16 years of age or older that are expecting to live with you.**

NOTE: Please see Checklist for acceptable supporting documentation.

Employment Income	Applicant	Co-Applicant	Other Household Member
Place of Employment - A			
Earnings: What is your hourly rate?			
How many hours do you work per week?			
Place of Employment - B			
Earnings: What is your hourly rate?			
How many hours do you work per week?			

Sources of Income	Type	Applicant (Gross Monthly Amount)	Co-Applicant (Gross Monthly Amount)	Other Household Member(s) (Gross Monthly Amount)
Pensions and Allowances (Attach copies of T-slips)	Old Age Security (OAS) & Federal Income Supplement (GIS)			
	Provincial Guaranteed Annual Income Supplement (GAINS)			
	Canada Pension Plan (CPP)			
	Other Country Pension			
	Other Pension(s), RRSP, RIF, etc.			
Employment Income (See Checklist)	Employment			
	Other Employment (ex. Self-employment)			
	Employment Ins. Benefits (EI)			
	Worker's Compensation (WSIB)			
Social Assistance (Attach copies of cheque stub and drug card)	Ontario Works (OW)			
	Ontario Disability Support (ODSP)			
Other (See Checklist)	Veteran's Affairs Allowance (DVA)			
	Alimony or Support Received Paid			
	Annuities			
	Investment Income			
	List Other Income (ex. OSAP)			
	Interest/Property/Assets			
	Other: _____			

Reminder: Attach proof for each source of income. (Refer to Checklist)

Assets and Investments

Examples of Possible Assets/Investments (including but not limited to):

Income Producing Assets

- Business interest which produces income
- Farm property which produces income
- Licence which produces income (ex. taxi licence)
- Real estate (residential, commercial, farmland, cottage, mobile home) which produces rental income
- Savings accounts at bank, trust company, credit union, annuities; Guaranteed Investment Certificates; stocks or shares, bonds, debentures, mortgages, loans, notes, term deposits

Non-income Producing Assets

- Business asset which does not produce income
- Collection of, or investments in, other valuable non-income producing assets
- Life Insurance (with a cash surrender value)
- Registered Education Savings Plans; other Savings plans
- Real Estate (house, condominium, summer cottage, farmland, commercial or vacant land) which does not produce income
- Registered Retirement Savings Plan

Chequing/Savings/Credit Union Accounts (Provide copies of 3 months of bank activity for every account that your name is on)	Applicant	Co-Applicant	Other Household Members (s)
Bank Name Account #			
Bank Name Account #			
Bank Name Account #			
Annuities/Rental Revenue			
Business Assets (Partnership, Franchise, Self-employment)			
Monies owed to you by others			
Other Assets (List)			
Assets transferred in last 3 years (i.e. monies, property, real estate, etc.) Date of Transfer: _____			
Do you have investments? (copies required) Total value of investments: _____	Yes No	Yes No	Yes No
Do you have any life insurance policies? (copies required) Value of policy(s): _____ Cash surrender value: _____	Yes No	Yes No	Yes No

Rental History

Please provide information on your two previous places of residence.

Applicant	Co-Applicant
<u>Previous Address 1</u> (Address prior to address noted on page 1 of application)	<u>Previous Address 1</u> (Address prior to address noted on page 1 of application)
From Date To Date	From Date To Date
Address	Address
Unit/Apt.	Unit/Apt.
Community	Community
Landlord Name	Landlord Name
Landlord Phone	Landlord Phone

Applicant	Co-Applicant
<u>Previous Address 2</u> (Address prior to address noted on page 1 of application)	<u>Previous Address 2</u> (Address prior to address noted on page 1 of application)
From Date To Date	From Date To Date
Address	Address
Unit/Apt.	Unit/Apt.
Community	Community
Landlord Name	Landlord Name
Landlord Phone	Landlord Phone

Reminder: Please provide a copy of your current rental receipt as proof you are renting.

Declaration, Release and Consent of Information

I/we hereby declare and certify that the above information is complete, accurate, and true. I/we understand that this is an application for a forgivable loan under the Investment in Affordable Housing for Ontario (IAH) Program: Homeownership Component, the purpose of which is to allow the Municipality of Chatham-Kent to determine if the undersigned is/are eligible for assistance. Final confirmation of eligibility may be required after completion of the home, if applicable, and prior to any forgivable loan being made.

Personal information contained in this form is collected by the Municipality of Chatham-Kent for the purpose of determining eligibility for assistance under the Investment in Affordable Housing for Ontario (IAH) Program: Homeownership Component.

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the applicant(s) gives consent and authorization to the Municipality of Chatham-Kent to share select information in the application form as required. Any questions regarding the collection or release of this information should be directed to the attention of the Director, Housing Services Division, Health and Human Services, Municipality of Chatham-Kent.

In the event of false or misleading information, the Municipality of Chatham-Kent has the right to disqualify the applicant(s) at any time.

Signatures (all persons aged 16 years of age or older)

Applicant Name (Print)	Signature	Date
Co-Applicant Name (Print)	Signature	Date
16 Years or Older (Print)	Signature	Date
16 Years or Older (Print)	Signature	Date

Only signed original applications in pen will be accepted.

Important:

Applications are not considered complete and will not be accepted until all required and supporting documentation has been provided. Please refer to Checklist.

Fact Sheet

NOTE: Details are subject to change at the discretion of the Chatham-Kent Housing Services Division (CKHS) and per the requirements of the Ministry of Municipal Affairs and Housing.

Be sure to check back regularly for updates!

Investment in Affordable Housing (IAH 2014 Ext.) Homeownership Overview

1. The Affordable Homeownership Program is being delivered by Chatham-Kent Housing Services on behalf of the Federal and Provincial governments.
2. Provides qualified low to moderate-income households with interest-free down payment loans of 10% (ten) of the purchase price of the home to a **maximum of \$25,000**.
3. Recipients of the loan can purchase a new or resale home with a maximum purchase price of **\$403,000.00** located in Chatham-Kent.
4. Funding will be in the form of a 20 year interest-free loan registered on title.
5. The funding is available only for down payment on the purchase of a home and cannot be used for any construction financing or any other purpose.
6. The funding will be paid directly to the home purchaser's lawyer upon closing.
7. The home purchaser will be responsible for covering all costs associated with finalizing the purchase of the home, including legal fees, land transfer tax, and any other related costs.
8. All homes must have a home inspection completed at the expense of the home purchaser and must provide verification. (i.e., copy of inspection and paid invoice)
9. The funding plus a percentage of the capital property appreciation will become payable if at any time prior to the 20th anniversary:
 - a) the home is no longer the sole and principal residence of the homeowner; or
 - b) the home is sold, transferred, disposed of; or
 - c) the homeowner wishes to increase the original financing for the home; or
 - d) there is any default of the funding agreement.
10. The percentage of the capital appreciation payable will be the same percentage used to determine the amount of the original funding. For example, if the home purchaser received down payment funding of 7% (seven) of the purchase price, then the homeowner would be required to repay 7% (seven) of the capital appreciation in addition to the original funding.
11. Should the funding become payable, the Municipality may at its expense, commission an appraisal of the property in order to determine the fair market value and the property appreciation.

How Do I Qualify?

You must meet the following seven requirements:

1. Have rented consecutively in Chatham-Kent for 12 months
2. Currently a resident of Chatham-Kent and renting
3. Be at least 18 years old
4. Not own or not partly own another home or property
5. Not owe money to a Social Housing landlord
6. Be a legal resident of Canada
7. Have a total gross household income of **\$98,600.00** or less
8. Qualify for a mortgage at a recognized financial institution
9. Intend to have this home as your one and only residence (you cannot transfer or lease it to someone else)

What can I buy?

Homes must be single residential units which may include detached, semi-detached, condo apartment or a row home. Mobile homes are not eligible. Multi-residential units, such as duplexes and triplexes, are not eligible.

The home must be in Chatham-Kent and have a maximum purchase price of **\$403,000.00**. You can purchase either a new construction unit or a resale home.



Note:

1. If you do not qualify for a mortgage, you cannot apply for down payment assistance.
2. Households looking for funds to offset construction costs on land that they currently own are not eligible for funding.
3. If the home is *not* on municipal services (water and sewer), the water and septic systems must be inspected by a certified professional.
4. All homes must have a home inspection completed by a Registered Home Inspector or Associate/Applicant Member of the Canadian Association of Home and Property Inspectors. The cost of the inspection is at the purchaser's expense. Please see the Ontario Association of Home Inspectors webpage at www.oahi.com.

How Do I Get an Application

- i. Download and print a copy from our website at www.chatham-kent.ca
- ii. Call the Housing Claims Analyst at: **519.351.8573** and we can mail an application to you
- iii. Email: ckhousingservices@chatham-kent.ca
- iv. Visit the Chatham-Kent Housing Services office during regular office hours: Monday to Friday (excluding holidays) 8:30 a.m. to 4:30 p.m.

Please deliver or mail your completed application to:

Chatham-Kent Housing Services
Attn: Affordable Homeownership
435 Grand Ave W, P.O. Box 1296
Chatham ON N7M 5R9

Note:

1. Only signed original applications in pen will be accepted.
2. Faxed applications are not permitted.
3. Be sure your application is complete and includes supporting documents.

Home Buying Process

Step 1 – Apply

- a) Deliver or mail your completed application along with your supporting documents to Chatham-Kent Housing Services (CKHS)
- b) Complete applications will be assessed on a first come, first serve basis having regard to a fair distribution of program funds.

Step 2 – CKHS Reviews Application

- a) Your application is reviewed for completeness and eligibility.
- b) If complete and eligible, go to Step 3
- c) If incomplete, applicant is notified and must start over at Step 1, losing first come, first serve ranking. Resubmitted applications will be considered on a first come, first serve basis based upon its resubmitted date and time. Be sure to refer to the application checklist to avoid submitting an incomplete application.
- d) If ineligible, applicant is notified of status. End of process.

Step 3 – Notification

- a) If upon review, application is complete and applicant is eligible and program funds remain available:
 - I. Applicant receives an Acknowledgement Letter.
 - II. Applicant must obtain a mortgage pre-approval within 14 calendar days from the date of the Acknowledgement Letter. The mortgage pre-approval must be obtained from a National Housing Act (NHA) approved lender. A list of NHA approved lenders can be found on the [Canada Mortgage and Housing Corporation](#) website. Once mortgage pre-approval has been obtained, a copy must be submitted to Chatham-Kent Housing Services (CKHS).
 - III. The applicant must remain in compliance of program criteria and timelines throughout the process, in order to receive a 10% (ten) down payment loan up to a maximum of \$25,000.
- b) If program funds are no longer available:
 - I. Applicant receives a letter advising the funds are no longer available and the application will not proceed. End of process.

Step 4 - Mortgage Pre-Approval Supplied by Applicant and Agreement of Purchase & Sale

- a) Once a mortgage pre-approval has been given to CKHS, if upon review, applicant is eligible and program funds remain available:
 - I. Applicant will receive a Notice of Eligibility Completion letter.
 - II. Confirmed applicant must submit an accepted unconditional Agreement of Purchase and Sale within 60 calendar days from the date of the Notice of Eligibility Completion letter.
 - III. Applicant must submit a Home Inspection Report from a certified home inspector to CKHS.
- b) CKHS forwards the Agreement of Purchase and Sale to the Ministry of Municipal Affairs and Housing, and requests the funds.

Step 5 - Program Funds

Approximately 30 days are required for the applicant's lawyer to receive program funds. As a result, selected applicants will need to plan for this timeframe when purchasing and choosing a Closing Date.

Step 6 – Applicant Completes Purchase

- a) Funds are provided to applicant's lawyer, subject to satisfaction of all program's requirements.
- b) Loan agreement is registered on title as second mortgage by applicant's lawyer.

Important Information for Applicants

1. Submitting an application does not mean you are automatically eligible to receive program funds.
2. All applicants are cautioned not to rely on program funds unless and until they receive a Notice of Eligibility Completion Letter confirming the application has been approved for program funding.

Mortgages and Mortgage Insurance

You may have a parent or another party not living in the home guarantee your first mortgage. However, due to the terms of the loan, you cannot have a guarantor on title, nor can you have a co-signer on title that will not be living with you in the home.

The loan from Chatham-Kent Housing Services (CKHS) must be registered as the second mortgage after registration of any mortgage securing the primary financing (first mortgage). If a household requires additional financing, that mortgage will be registered as the third mortgage, after the loan from CKHS. The Municipality of Chatham-Kent will permit the postponement of the AHP mortgage to only "renewals" of the current first mortgage on the property.

Affordable Homeownership Program approval and mortgage insurance underwriting approval are two separate processes. In some cases, households may be approved by CKHS under this program, but may not be eligible for a mortgage or mortgage insurance.

For participants opting to use Canada Mortgage and Housing Corporation (CMHC) insurance. CMHC will recognize the down payment assistance as owner's equity in its underwriting evaluation.

Land Transfer Tax Rebate

First-time homebuyers who purchase a newly constructed or resale home will receive a rebate of the Land Transfer Tax (LTT). The maximum LTT rebate is \$4,000. Talk to your lawyer about the LTT, or go to the website for the [Ministry of Finance](#) for more information.

Home Buyers' Plan

To participate in the Home Buyers Plan (HBP), you must meet both the HBP eligibility and RRSP withdrawal conditions.

You must be considered a [first-time home buyer](#). Even if you or your spouse or common-law partner has previously owned a home, you may still be considered a first-time home buyer. It is possible only one of you may be a first-time home buyer.

The Home Buyers' Plan (HBP) is a program that allows you to withdraw funds from your registered retirement savings plan (RRSPs) to buy or build a qualifying home for yourself or for a related person with a disability.

Fact Sheet

You can withdraw up to \$25,000 in a calendar year. Your RRSP contributions must remain in the RRSP for at least 90 days before you can withdraw them under the HBP, or they may not be deductible for any year. Generally, you have to repay all withdrawals to your RRSPs within a period of no more than 15 years. You will have to repay an amount to your RRSPs each year until your HBP balance is zero. If you do not repay the amount due for a year, it will have to be included in your income for that year.

For more information, please visit: [Home Buyers Plan](#)

Disclaimer: Details contained herein are for informational purposes only, and are not to be relied upon as a comprehensive or precise representation of the program, its terms and conditions or eligibility rules.

Questions

If you have any further questions or need more information, please call:

Chatham-Kent Housing Services Division: 519-351-8573

