



**Housing Program
Housing and Social Services Department**

2018 Home Ownership Program Application

Before completing this Application, please read the following carefully:

1. Before you complete the Application form, carefully read the “Home Ownership Program 2018 Guidelines” which describes the program, eligibility criteria, and requirements.
2. You may attach additional pages if you need more space to answer the questions and provide the information requested in this Application.
3. Please review your completed Application thoroughly to ensure you have included all required documentation along with the completed application form. Note: The shaded boxes at the end of each section indicate the documentation requirements to be included with your Application in order for it to be considered complete. Incomplete applications will not be considered.
4. **Completed Applications will be accepted starting Tuesday April 3, 2018 until Thursday May 3, 2018 during regular business hours.** All eligible applications will be considered and approved on a first-come, first-serve basis. Applicants will not be placed in first-come, first-serve order until all required information and documentation is provided. Successful applicants will be notified and will receive a time-limited Letter of Conditional Approval which can be provided to their financial institution and solicitor as proof of funding commitment.
6. Approved applicants must provide a fully executed Agreement of Purchase and Sale within sixty (60) days of receipt of the Letter of Conditional Approval. Closing dates can be beyond the sixty (60) days.
7. All information submitted as part of an Application will be treated as confidential. Disclosure will only be in accordance with release of information signed by the applicant and/or in keeping with the *Municipal Freedom of Information and Privacy Act*.

1 – Applicant Information – Include all members of the household

Applicant: Main contact for this Application

Full Name:

Date of Birth:

Email Address:

Co-Applicant: Spouse, partner or other adult to be registered on title

Full Name:

Date of Birth:

Email Address:

Do you prefer to be contacted via email? Yes No

Note: If we are unable to contact you by email, documents will be sent via letter mail

Current Address:

City or Town:

Postal Code:

Mailing Address – if different than above:

Home Phone:

Work Phone:

Cell Phone:

Status in Canada (Applicant)

Canadian Citizen Landed Immigrant Refugee Refugee Claimant

Status in Canada (Co-Applicant)

Canadian Citizen Landed Immigrant Refugee Refugee Claimant

Other Adult Household Members – means members of the household over the age of 18 years and not in school full time and who will be residing in the purchased home (i.e. adult household members other than the applicant and co-applicant).

Other Adult Members	Member One	Member Two
Full Name		
Date of Birth (dd-mm-yyyy)		
Status in Canada	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Refugee Claimant	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Refugee <input type="checkbox"/> Refugee Claimant
Relationship to owner		
To be registered on property title:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Dependents in the home: (Under 18 years of age or over 18 years and in school full-time)

Full Name	Date of Birth (dd/mm/yyyy)	Relationship to Applicant
1		
2		
3		
4		

Required: **Copy of photo identification (e.g. Driver's License, Passport) for the Applicant and Co-Applicant and Other Adult Members**
 Verification of full-time attendance in school for household member over age 18

Will you be purchasing a home within the City of Kingston? Yes No

Will you be purchasing a home within the County of Frontenac? Yes No

Section 2 – Accommodation Details

Does any member of the household currently have vested interest in any real estate?

Yes No

Are all adult household members currently living in rental accommodations?

Yes No

Applicant's Current Rental Housing Information

Landlord's Name:

Landlord's Address:

Required: Copy of current lease or letter from Landlord.

Section 3 – Financial Details

“Adult Members of Household” means all members of the household other than the Applicant and Co-Applicant over the age of 18 years and not in school full time.

“Gross Income” means all income before taxes and other deductions. Include income from all sources (employment, pension, WSIB, social assistance, business income, Canadian Child Tax Benefit, etc).

Applicant	Co-Applicant
Name of Present Employer	Name of Present Employer
Income Source:	Income Source:
Other Income Source:	Other Income Source:
Total Gross Annual Income:	Total Gross Annual Income:

Other Adult Household Member One	Adult Household Member Two
Name of Present Employer	Name of Present Employer
Income Source:	Income Source:
Other Income Source:	Other Income Source:
Total Gross Annual Income:	Total Gross Annual Income:

<p>Required:</p> <p><input type="checkbox"/> Proof of Current Income – Benefit statement, recent pay stub, pension entitlement statement and any other income verification.</p> <p><input type="checkbox"/> Notice of Assessment for 2016 or 2017 for each adult household member.</p>

Section 4 – Assets

Assets – means all assets owned by the adult members of the household and includes recreational vehicles, bank accounts and any other non-registered investments.

Recreational Vehicles (Boats, RV, Motor Homes, Snowmobiles, Motorcycles)

Recreational Vehicle	1	2	3	4
Owner				
Type of Vehicle Make & Model				
Year				
Approximate Value	\$	\$	\$	\$

Banking Information (includes non-registered investments, Bonds, GIC's, etc.)

Applicant's Bank or Financial Institution Name:

Bank Address:

Account or accounts Information:

Type or types of Investment:

Current Value:

Current value of all other non-registered investment assets:

Co-Applicant's Bank or Financial Institution Name:

Bank Address:

Account or Accounts Information:

Type or types of Investment:

Current Value:

Current value of all other non-registered investment assets:

Required: Two months copies of all bank statements (i.e. chequing and savings accounts) and non-registered investments. Registered investment such as RESP, RRSP, and RIF are excluded.

All applications must include a current and valid pre-approved mortgage document with official signature.

Please indicate the amount pre-approved: \$

Name of Lender or Bank:

Date Pre-approval issued:

Expiry Date of Pre-approved:

Required: Signed letter or documentation from lending institution confirming mortgage pre-approval or eligibility

Section 6 – Declaration and Consent

I/We the undersigned,

- a) Declare and certify that the information provided in this Application is true and correct to the best of my/our knowledge.
- b) Understand that the purpose of this Application is to allow the City of Kingston to determine eligibility for the Home Ownership Program. Final confirmation of eligibility will be provided after receipt of the fully executed Agreement of Purchase and Sale.
- c) On the day of closing the approved down payment funds will be transferred to my/our solicitor “In Trust”.
- d) Will use the purchased home as my/our sole & principal residence.
- e) Have read the information about the program and understand the program rules and eligibility requirements.
- f) Consent to the release of information to an authorized representative of the City of Kingston for the purpose of determining initial and ongoing eligibility for the Home Ownership Program.
- g) Without restricting the generality of the consent in the above paragraph, specifically consent to the release of information relating to any assets held in any financial institutions by or on behalf of me, my spouse or partner, and any dependents in my/our household.
- h) Further consent to an authorized representative of the City of Kingston disclosing to any party, personal information about me, my spouse or partner, and any dependents included in my/our household for the purpose of determining initial and ongoing eligibility for the Home Ownership Program.
- i) Understand this consent will apply to inquiries made relating to my/our initial and ongoing eligibility for the Home Ownership Program.

- j) Understand that the inquiries may take the form of electronic data exchanges.
- k) Hereby release the City of Kingston, Housing Department and any employee, officer, agent or contractor from any liability or claim arising from the collection, storage, use or dissemination of any information received or collected pursuant to Section VI – Declaration and Consent of the Home Ownership Program Application.

Signed this day of , 2018.

Signature of Applicant:

Applicant Name (please print):

Signature of Co-Applicant:

Co-Applicant Name (please print):

Completed applications and supporting documentation will be accepted between Tuesday April 3, 2018 and Thursday May 3, 2018 during regular business hours.

Program Contact Information

Email: housing@cityofkingston.ca **Phone:** 613-546-2695, extension 4949

Submit completed Application to:

Mail: City of Kingston, Housing and Social Services
 Attention: Home Ownership Program
 362 Montreal St., Kingston, Ontario, K7K 3H5

Hand Deliver: Main Reception on 2nd floor at 362 Montreal Street, Kingston, ON
