



Region of Waterloo

## AFFORDABLE HOME OWNERSHIP Application Form

### Region of Waterloo Home Ownership Program Application Canada-Ontario Affordable Housing Program

The Affordable Home Ownership component of the Canada-Ontario Affordable Housing Program is delivered by the Region of Waterloo on behalf of the Federal and Provincial governments.

The program provides qualified low to moderate-income households with down payment assistance loans of 5% of the purchase price of an eligible home (current maximum purchase price is \$238,000).

Households must apply to participate in the program, and, if eligible, will be placed on the Affordable Home Ownership (AHO) Waiting List. As funds become available, eligible households will be contacted by mail and provided with a Conditional Letter of Commitment.

Recipients of the loan can purchase a new or resale home that is located in Waterloo Region that has a maximum purchase price of \$238,000.

Households that are interested in participating in the Affordable Home Ownership Program must meet the qualification criteria listed in the eligibility section below.

The down payment assistance loan is interest-free and forgivable after 20 years, provided there has been no default under the terms of the loan. If the home is sold before 20 years, the principal amount of the loan plus 5% of the capital gain realized through the sale is payable to the Region's Affordable Home Ownership Revolving Loan Fund.

#### To be eligible to apply, you must:

- Qualify for a mortgage;
- Have a maximum household income of \$71,600;
- Be at least 18 years of age and currently renting;
- Not own or have an interest in a home;
- Not owe money to a community housing landlord;
- Be a legal resident of Canada; and
- Intend to have this home as your one and only residence.

Attached, you will find a Homeownership Application form, a Bank Verification of Income and Assets form, and an Employment Verification form. Please read the forms very carefully. **You must complete and submit all forms along with the required documentation as stated in the Application Checklist to:**

Region of Waterloo, Housing Division  
Attn: Affordable Home Ownership Program  
150 Frederick St, 8<sup>th</sup> Floor, Kitchener ON N2G 4J3  
Fax: 519-575-4449  
E-mail: [aho@region.waterloo.on.ca](mailto:aho@region.waterloo.on.ca)

**Please read the Affordable Home Ownership Fact Sheet for detailed information about this program.**

## Application Checklist

**NOTE:** We cannot process your Home Ownership Application if required documentation is missing.

**YOU MUST ATTACH PROOF OF ALL SOURCES OF INCOME AND ASSETS TO THIS APPLICATION.**

The following information ***must*** be attached to your completed Home Ownership Application:

- |                          |                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Mortgage Pre-qualification                               | Attach verification from a financial institution that you qualify for a mortgage. Go to your bank or a mortgage lender and talk to someone to see if you qualify for a mortgage. If you do not qualify, you cannot apply for down payment assistance.                                                                                                                                                                                                                                   |
| <input type="checkbox"/> | Status in Canada                                         | For each household member, attach copies of birth certificate, citizenship document, Native Status card, permanent resident card, record of landing, convention refugee documentation, and/or refugee claimant form.                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> | Proof of Age                                             | For each household member, attach copies of proof of birth date, <i>if birth date is not listed on the documentation provided as proof of your status in Canada.</i>                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> | Photo Identification                                     | For the main applicant, attach a photocopy of one piece of photo ID (e.g. driver's licence, passport).                                                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | Bank Verification of Income and Assets Form (pages 8, 9) | For each household member 16 years of age or older (excluding dependent full-time students living at home), attach a Bank Verification form completed and signed by any bank, trust company or credit union where you have an account.                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | Employment Verification Form (page 10)                   | For each household member 16 years of age or older (excluding dependent full-time students living at home), attach an Employment Verification Form completed and signed by your employer.                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | Income and Assets (page 5)                               | For each household member 16 years of age or older (excluding dependent full-time students living at home), attach copies verifying sources and amount of all income (see page 5), as well as information about your assets. <i>Any household member currently enrolled full-time in school should provide proof of enrollment (i.e. letter from school, timetable, etc). Household members who are currently not employed should complete the attached "Declaration of No Income."</i> |
| <input type="checkbox"/> | Notice of Assessment                                     | For each household member 16 years of age or older (excluding dependent full-time students living at home), attach a copy of your 2010 Notice of Assessment from Canada Revenue Agency (if you do not have your Assessment, visit your local office at 166 Frederick St., Kitchener, or go to <a href="http://www.cra.gc.ca">www.cra.gc.ca</a> for more information).                                                                                                                   |
| <input type="checkbox"/> | Arrears                                                  | Attach copy of repayment plan if you owe money to a Community Housing landlord (if applicable).                                                                                                                                                                                                                                                                                                                                                                                         |



Region of Waterloo

# AFFORDABLE HOME OWNERSHIP Application Form

## MAIN APPLICANT

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms		<b>Please print your FULL legal name (First, Middle, Last):</b>			
Address – Street Number and Street Name			Unit/Apt. No.	City	Postal Code
Home Phone		Business Phone		Cell Phone	
E-mail		Date of Birth (MM/DD/YYYY)		SIN# (optional)	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Your status in Canada ( <b>attach proof</b> ): <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Refugee Claimant <input type="checkbox"/> Native Canadian				

## CO-APPLICANT (IF APPLICABLE)

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms		<b>Please print your FULL legal name (First, Middle, Last):</b>			
-------------------------------------------------------------------------------------------------------------------------	--	-----------------------------------------------------------------	--	--	--

What is your current monthly rent: \$_____    What is your total gross annual household income: \$_____					
Where would you like to buy a home? <input type="checkbox"/> Kitchener <input type="checkbox"/> Waterloo <input type="checkbox"/> Cambridge <input type="checkbox"/> Townships					
How many bedrooms would you like or do you require in your home? <input type="checkbox"/> 1-bedroom <input type="checkbox"/> 2-bedroom <input type="checkbox"/> 3-bedroom <input type="checkbox"/> 4-bedroom <input type="checkbox"/> 5-bedroom					
Do you require a wheelchair accessible home?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently live in Community (subsidized) Housing?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on the Region of Waterloo's waiting list for Community Housing?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever lived in Community Housing (non-profit or co-operative) anywhere in Ontario? <i>If yes, please give details below. Use extra paper if necessary.</i>					<input type="checkbox"/> Yes <input type="checkbox"/> No
Provider Name					
Address – Street Number and Street Name				City	Postal Code
Move in date		Move out date		Arrears owing (if any)	



PLEASE LIST ALL HOUSEHOLD MEMBERS THAT WILL BE LIVING WITH YOU IN THE HOME  
PROOF OF RESIDENCY STATUS IN CANADA MUST BE PROVIDED FOR EACH MEMBER OF THIS HOUSEHOLD.

Last Name	First Name	Relationship to you	Date of Birth (MM/DD/YY)	Sex (Male/Female)
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F
				<input type="checkbox"/> M <input type="checkbox"/> F

### EXAMPLES OF INCOME AND ASSETS

**Definition of Income: 'Income' means all income (i.e. gross income), benefits and gains of every kind and from every source.**

<p><b>EMPLOYMENT INCOME</b></p> <ul style="list-style-type: none"> <li>Full-time, part-time, irregular, casual, seasonal, odd jobs</li> <li>Overtime earnings, separation/vacation pay</li> <li>Commissions and bonuses</li> <li>Tips and gratuities</li> <li>Disability / sickness pay</li> <li>Long term income protection payments</li> <li>Workplace Safety &amp; Insurance Board (WSIB)</li> </ul> <p><b>SELF-EMPLOYMENT INCOME</b></p> <ul style="list-style-type: none"> <li>Tutoring, music teaching, child care, babysitting, taxi, business, etc.</li> </ul> <p><b>SOCIAL ASSISTANCE INCOME</b></p> <ul style="list-style-type: none"> <li>Ontario Works (OW)</li> <li>Ontario Disability Support (ODSP)</li> </ul> <p><b>PENSIONS AND ALLOWANCE INCOME</b></p> <ul style="list-style-type: none"> <li>Old Age Security (OAS)</li> <li>Guaranteed Income Supplement (GIS)</li> <li>Guaranteed Annual Income Supplement (GAINS)</li> <li>Canada Pension Plan (CPP)</li> <li>Quebec Pension Plan (QPP)</li> <li>Social Security (other countries)</li> <li>Widow's Pension</li> <li>Company Pension, Private Pension</li> <li>Public Service Plan, Civilian War Pensions</li> <li>Disability Pension</li> <li>War Veterans Allowance (D.V.A.)</li> <li>War Veterans Allowance (other countries)</li> <li>Military or Militia or Civil Defense Allowance</li> <li>Training / Retraining Allowances</li> </ul>	<p><b>OTHER INCOME</b></p> <ul style="list-style-type: none"> <li>Employment Insurance payments (EI)</li> <li>Insurance payments</li> <li>Student grants/bursaries, OSAP</li> <li>Provincial or municipal payments</li> <li>Payments under compensation for Victims of Crime Act</li> <li>Mortgage income</li> <li>Payments from Public Guardian and Trustee</li> <li>Payments from Children's Aid Society or Catholic Children's Aid</li> <li>Separation payments</li> <li>Alimony payments</li> <li>Support payments (for spouse or child)</li> <li>Support from relatives or other sources/Sponsorship</li> <li>One-time lump sum payments (inheritances, court and out-of-court settlements)</li> </ul> <p><b>INCOME PRODUCING ASSETS</b></p> <ul style="list-style-type: none"> <li>Farm property which produces income</li> <li>Real estate (residential, commercial, farmland, cottage, mobile home) which produces rental income</li> <li>Savings account (bank, trust company, credit union), annuities, Guaranteed Investment Certificates, stocks or shares, bonds, debentures, mortgages, loans, notes, term deposits</li> <li>License which produces income (e.g. Taxi License)</li> <li>Business interest which produces income</li> </ul> <p><b>NON-INCOME PRODUCING ASSETS</b></p> <ul style="list-style-type: none"> <li>Life insurance (with cash surrender value)</li> <li>Registered Retirement Savings Plan</li> <li>Real estate (house, condominium, summer cottages, farmland, commercial or vacant land) in any country</li> <li>Business interest which does not produce income</li> </ul>
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Region of Waterloo

# AFFORDABLE HOME OWNERSHIP Application Form

## LIST ALL INCOME AND ASSETS FOR MEMBERS OF THE HOUSEHOLD 16 YEARS OF AGE AND OLDER

SOURCES OF INCOME	TYPE <i>*Attach proof for each source of income *</i>	MAIN APPLICANT Gross Monthly Amount	CO-APPLICANT Gross Monthly Amount	OTHER HOUSEHOLD MEMBER Gross Monthly Amount
Pensions and Allowances (attach most recent copy or stub or copy of bank book)	Old Age Security (OAS) / Supplement			
	GAINS "A"			
	Canada Pension Plan (CPP)			
	Other Country Pension			
	Other Pension(s), RRSP, RIF, etc.			
Employment Income (attach Employment Verification Form)	Employment			
	Other Employment (e.g. self-employment)			
	Employment Insurance (EI)			
	Workers Safety Insurance Board (WSIB)			
Social Assistance (attach cheques stub and drug card)	Ontario Works (OW)			
	Ontario Disability Support (ODSP)			
Other	Support Payments <input type="checkbox"/> Received <input type="checkbox"/> Paid			
	Other Income (Specify)			
	Interest/Property/Assets			

Income Source	Type	APPLICANT			CO-APPLICANT		
		Balance	Interest earned in past 12 months	Interest Rate	Balance	Interest earned in past 12 months	Interest Rate
Assets that give you income or interest	Bank Account						
	Bank Account						
	Bank Account						
	Type	Value	Interest earned in past 12 months	Interest Rate	Value	Interest earned in past 12 months	Interest Rate
	RRSP Reg#						
	GIC, Term Deposits Maturity Date:						
	Canada Savings bonds						
	Other						
Other income or assets that do NOT earn interest	Type	Address		Assessed Value	Address		Assessed Value
	Property						
	Other						



# AFFORDABLE HOME OWNERSHIP Application Form

**Declaration:**

I have fully completed this form showing all of the income and assets of every household member and have attached the required documentation to this Application. By signing below, I also affirm and certify that I have read and understand the Definition of Income on page four. I make this declaration knowing that the information I provide will be relied upon to assess my qualification for the Affordable Home Ownership Program. I agree to allow the Region of Waterloo to share the personal information in this form with third parties for the purpose of administering the Affordable Home Ownership Program.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Other household members over the age of 16:

Signatures: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_



## **Acceptable Proof of Income to Include with the Application**

### **Employment Income — for each household member 16 years of age or older:**

- An employment verification form, completed and signed by the employer (excluding dependent full-time students living at home); or
- Pay stubs for previous eight weeks; or
- A letter from employer indicating length of employment, salary or hourly wage, and typical number of hours worked per week if paid hourly.

### **Self-employment Income:**

- An audited financial statement or a copy of the most recent tax return indicating the yearly earnings;
- If self-employed for less than one year, a signed Statutory Declaration of anticipated income for the next 12 months.

### **Employment Insurance — regular benefits, maternity, parental or sick:**

- A copy of the most recent claim/payment statement;
- A printed copy of your online claim statement found on Service Canada's website under Online Services and Forms ([www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)).

### **Pension Income — OAS, CPP, company pension etc.:**

- A copy of the most recent correspondence from the agency that provides the pension; or
- A copy of a bankbook or bank statement showing the most recent deposit. If income tax is taken off the monthly pension, report the amount that is deducted on a monthly basis.

### **Social Assistance — Ontario Works (OW) or Ontario Disability Support Program (ODSP):**

- A copy of the latest cheque stub and drug or dental card as proof of receipt of Social Assistance for each household member.

### **Grants, Scholarships or Bursaries:**

- A copy of OSAP funding letter or information slip indicating amount and duration of any grant, scholarship or bursary if an applicant is in post-secondary school full time.

### **Support Payments**

#### **If you are currently receiving support payments:**

- A copy of the support agreement or court order indicating amount and frequency and/or Family Responsibility Office (FRO) statement.

#### **If you are currently paying support payments:**

- A copy of the court order or agreement requiring support payments and copies of the cancelled cheques; or
- If garnished from your pay, most recent pay stubs showing amount garnished or notice from Family Responsibility Office (FRO).

### **Investments — RRSP's, GIC's, Mutual Funds, Bonds, RRIF's, RSP's etc.:**

- A copy of the most recent statement from your investment company indicating the amounts invested and the current interest rate.

**Remember – if any household member aged 16 and over is currently enrolled full time in school, you must provide proof of enrolment. Any household member aged 16 and over who is not in school and is not currently employed must complete the attached “Declaration of No Income.”**



Region of Waterloo

## AFFORDABLE HOME OWNERSHIP Bank Verification of Income and Assets

**It is the responsibility of the applicant to have this form completed by a bank, trust company or credit union and to ensure it is returned to the Region of Waterloo. Each financial institution must complete one form. If more than one form is required, please photocopy this blank form or contact the Region of Waterloo.**

This form is for verification of income producing assets listed below. If you have other types of income producing or non-income producing assets, please contact the Region of Waterloo regarding proper verification.

I \_\_\_\_\_ (and I) \_\_\_\_\_

residing at \_\_\_\_\_ hereby authorize that the information requested below be given to the Region of Waterloo as required under the terms of my homeownership application.

Applicant Signature	Date	Applicant Signature	Date
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**To Whom It May Concern:**

Eligibility for the Region of Waterloo's Affordable Home Ownership Program is based on the applicant's gross household income. Please provide all available information as requested for the applicant(s) named above. All information will remain confidential.

Saving/Chequing Accounts				
Account Number	Balance (\$)	Current Interest Rate (%)	Interest Earned in the Past 12 Months (\$)	
Direct Deposits (i.e. Pension Cheques) Made to Above Account(s)				
Source	Amount	Monthly/Weekly		
Term Deposits, Investment Certificates, Canada Savings Bonds, etc.				
Security	Value (\$)	Current Interest Rate (%)	Interest Earned in the Past 12 Months	Maturity Date mm/dd/yyyy





## AFFORDABLE HOME OWNERSHIP Bank Verification of Income and Assets

### Registered Retirement Savings Plans (RRSP's)

Registration Number	Value (\$)	Interest Rate (%)	Type of R.R.S.P.	Valuation Date mm/dd/yyyy

Financial Institution Seal or Stamp:

Name of Financial Institution:	
Address:	
Authorized Signature:	
Position:	
Phone Number:	Date:



Region of Waterloo

# AFFORDABLE HOME OWNERSHIP EMPLOYMENT VERIFICATION FORM

Please complete a separate form for all household members with employment income. All information will remain confidential.

## TO BE COMPLETED BY EMPLOYEE

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms		Please print your FULL legal name (First, Middle, Last):			
Address – Street Number and Street Name			Unit/Apt. No.	City	Postal Code
Home Phone	Business Phone		Cell Phone	Social Insurance Number	
Employee Signature				Date	

## TO BE COMPLETED BY EMPLOYER

Eligibility for the Region of Waterloo's Affordable Home Ownership Program is based on the applicant's gross household income. By signing above, the employee has authorized you to release any and all information regarding their employment and income from your organization. Please provide and/or verify the information requested below.

Employer's Company Name		Employer's Business Phone			
Employer's Address		City	Postal Code		
Employee's Position		<b>Employee Paid:</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		Rate:	Per:
Seasonal Employment: <input type="checkbox"/> Yes <input type="checkbox"/> No	If hourly, average hours per week:	Date employment started:		Date most recent pay increase started:	

Income Breakdown	Gross Earnings in Past 8 Weeks		Gross Earnings in Past Year	
	From:	To:	From:	To:
Basic Salary				
Overtime and Premium, Shift Bonus				
Cost of Living Allowance				
Commissions, Gratuities, Tips				
Yearly Bonus				
Other Benefits				
<b>Total Gross Earnings</b>				

\_\_\_\_\_  
Form completed by (print name)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## AFFORDABLE HOME OWNERSHIP DECLARATION OF NO INCOME

### Declaration of No Income

I, \_\_\_\_\_, hereby declare that I have had no income for the period of \_\_\_\_\_ to \_\_\_\_\_ 20\_\_.

I acknowledge that the information provided on this form is true and accurate and may be shared with any part involved in determining my eligibility for the Region of Waterloo's Affordable Home Ownership Program.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

**Note:** Witness signature is attesting to the fact that the signature is actually that of the individual declaring the information.

Information provided on this form will be handled with confidentiality.