



Corporation of the  
**County of Huron**  
Housing Services Division  
77722D London Road, RR 5, Clinton, Ontario N0M 1L0

Tel: 519.482.8505

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## **HOMEOWNERSHIP PROGRAM APPLICATION**

The County of Huron's Homeownership program is designed to provide eligible households living in a rental situation with loan assistance of up to 10%, to a maximum of \$21,300.00 for the purchase of a new home not exceeding \$213,000.00.

Approval for funding is based on the information provided by applicants through the Homeownership Application and Income Verification forms and the recommendation of Huron County Housing Services Division. Conditions for funding include, but are not limited to, the following:

- Applicants have a maximum household income of \$67,000
- Applicants do not currently own a home or have an ownership interest in a home
- Applicants will use the purchased home as their sole and principal residence
- Applicants qualify for a mortgage through a recognized financial institution
- Applicants are 18 years of age or older
- Allow a minimum of 45 days between submitting a complete application and the closing date
- Agreement of Purchase and Sale must be dated between April 1, 2010 and December 31, 2010

**Funding is strictly limited, please contact the number below to confirm funding is still available prior to submitting your application.**

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 all forms and submit them, along with the required documentation to:

Homeownership Program  
Housing Services Division  
County of Huron  
77722D London Road, RR 5  
Clinton, Ontario N0M 1L0

Since we cannot process your Homeownership application if documentation is missing, we ask that you refer to the Application checklist on page two of this package to ensure that you have included all required documentation.

Thank you for your in Huron County's Affordable Home Ownership program. If you have any questions, please do not hesitate to contact Barbara Hall at 519.482.8505.



## **APPLICATION CHECKLIST**

The following information must be received prior to the final approval of a loan agreement

- |   |  |
|---|--|
| <input type="checkbox"/> Status in Canada                     | For each household member, attach copies of birth certificates; OR citizenship document, Native Status care, permanent resident card, record of landing, convention refugee documentation, and/or refugee claimant form. |
| <input type="checkbox"/> Original Photo ID                    | For each household member signing the loan agreement provide <b>original</b> photo identification to be copied by Housing staff.   |
| <input type="checkbox"/> Bank Verification of Income & Assets | Completed and signed by a bank, trust company or credit union.   |
| <input type="checkbox"/> Employment Verification Form         | Completed and signed by your employer  |
| <input type="checkbox"/> Income & Assets                      | For each household member 16 years of age or older, attach copies verifying sources and amount of all income, as well as information about your assets.  |
| <input type="checkbox"/> Tax Assessment                       | Provide original notice of tax Notice of Assessment Summary for 2009 for copying by Housing staff.   |
| <input type="checkbox"/> Property Information                 | Provide MLS property information sheets on home to be purchased.   |
| <input type="checkbox"/> Home Inspection                      | Provide verification that the home is covered under the Ontario New Home Warranties plan Act or verification of an independent home inspection.  |

**TO BE COMPLETED BY HOME PURCHASERS** (Use legal name that will be used to sign mortgage)

Salutation  Last Name  First Name

Date of Birth  S.I.N.

Your status in Canada (attach proof to the application)

Birth Certificate  Canadian Citizen  Other Status (provide)

Salutation  Last Name  First Name

Date of Birth  S.I.N.

Your status in Canada (attach proof to the application)

Birth Certificate  Canadian Citizen  Other Status (provide)

Address  Town

Postal Code  Home #  Business #  Cell #

**LIST ALL OTHER HOUSEHOLD MEMBERS**

Last Name	First Name	Relationship to you	Date of Birth	Gender	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> F	<input type="checkbox"/> M
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> F	<input type="checkbox"/> M
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> F	<input type="checkbox"/> M
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> F	<input type="checkbox"/> M

Are you currently on Huron County's waiting list for rent-geared-to-income-housing?  Yes  No

What is your total yearly gross income?

A household includes i) the individual, ii) any person with whom the individual is living in a spousal relationship (including same sex spousal relationships) and iii) any person over the age of 16, expected to be normally present with the individual at the time of first occupancy of the home.

What are your household's total assets? (include bank account, investments & properties)

Do you currently own a home or an interest in a home?  Yes  No

Present Employer  # of Years

Are you currently in a rental accommodation?  Yes  No

If yes, please provide the following information for your current Landlord:

Landlord's Name

Address  Town

Postal Code  Phone/Contact #

Have you ever lived in rent-geared-to-income housing anywhere in Ontario?  Yes  No

Landlord's Name

Former Rental Address  Town

Arrears Owning \$  Move in Date  Move Out Date

## INFORMATION PERTAINING TO NEW HOME PURCHASE

Have you or will you be signing an offer to purchase a home?  Yes  No

If Yes, please complete below

Location:

Street Name and #  Unit #

City/Town  Postal Code

Building Type:

Detached  Semi-Detached  Townhouse  Duplex  Tri-Plex  Rowhouse  Condominium

Is the Home:

A new home, not previously occupied?  Yes  No A resale home?  Yes  No

# of Bedrooms

Affordability

What is the listed price of the home? \$

What is the scheduled closing date?

### ACKNOWLEDGEMENT

I/We hereby declare and certify that the above information is correct. I/We understand that this is an application for down payment assistance under the Homeownership component of the Affordable Housing Program, the purpose of which is to allow the County of Huron to determine if the purchaser and the home are eligible. Final confirmation of eligibility will be required after completion of the home inspection if applicable, and prior to any down payment being made.

I/We further declare that I/we:

- are vacating a residential tenancy
- do not own a home or have an ownership interest in a home
- do not live in a spousal relationship with a home owner or anyone who has an ownership interest in a home
- agree to not lease the eligible property for the duration of the mortgage
- will use the home as my/our sole and principal residence

Personal information contained in this form or any attachments hereto is collected by the County of Huron for the purpose of determining eligibility for the Homeownership Funding - Affordable Housing Program. The applicant acknowledges that the information in the application form and attachments to it may become available to the public and consents to the release of that information. Any questions regarding the collection or release of this information should be directed to: Ms. Barbara Hall, Housing Services Manager, County of Huron, 77722D London Road, R.R. 5, Clinton, ON N0M 1L0. Telephone: 519.482.8505 ext. 254

Signature  Print Name  Date

Signature  Print Name  Date

*For office use Only*

This applicant is **ELIGIBLE** for the program  This applicant is **NOT ELIGIBLE** for the program

Signature  Date

Comments



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

SOURCES OF INCOME	TYPE Attach proof for each source of income	APPLICANT Gross Monthly Amount	CO-APPLICANT Gross Monthly Amount	OTHER HOUSEHOLD MEMBER Gross Monthly Amount
Pensions & Allowances (attach most recent copy or copy of bank book)	Old Age Security (OAS) Supplement			
	GAINS 'A'			
	Canada Pension Plan (CPP)			
	Other country pensions			
	Other pensions, RRSP, RIF, etc.			
Employment Income (attach Employment Verification Form)	Employment (All Sources)			
	Other Employment (e.g. self-employment)			
	Employment Insurance (EI)			
	Workers Safety Insurance Board (WSIB)			
Social Assistance (Attach cheque stub & drug card)	Ontario Works (OW)			
	Ontario Disability Support Plan (ODSP)			
Other	Support Payments Received			
	Debentures, Mortgages, Loans			
	Licenses, Business Interest			



Income Source	Type	Tenant 1			Tenant 2		
		Balance	Interest earned in past 12 mos	Interest Rate	Balance	Interest earned in past 12 mos	Interest Rate
Assets that give you income or interest	Type						
	Bank Account						
	Bank Account						
	Bank Account						
	Type	Value	Interest earned in past 12 mos	Interest Rate	Value	Interest earned in past 12 mos	Interest Rate
	RRSP Reg #						
	GIC, Term Deposits Maturity Date						
	CS Bonds						
	Other						
	Other income or assets that do NOT earn interest	Type	Address		Assessed Value	Address	
Property							
Other							

## 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 that it is returned to the County of Huron. One form must be completed by each financial institution. If more than one form is required, please photocopy this blank form, print a second copy of this page or contact the County of Huron.

*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 County of Huron regarding proper verification.*

I  and I

residing at  hereby authorize that the information requested

below be given to the County of Huron as required under the terms of my homeownership application.

Applicant Signature  Date

Applicant Signature  Date

### To Whom it May Concern:

Eligibility for the County of Huron's Affordable Homeownership 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 be treated as 'Confidential'.

Saving/Chequing Accounts			
Account Number	Balance	Current Interest Rate (%)	Interest Earned in the Past 12 Months (\$)
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Direct Deposit (i.e. Pension Cheques) made to above account(s)		
Source	Amount	Monthly/Weekly
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Term Deposits, Investment Certificates, Canada Savings Bonds, etc.				
Security	Value (\$)	Current Interest Rate (%)	Interest Earned in past 12 months	Maturity Date mm/dd/yyyy
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Registered Retirement Savings Plans (RRSP's)				
Registration Number	Value (\$)	Interest Rate	Type of RRSP	Valuation Date mm/dd/yyyy
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

Financial Institution Seal or Stamp:

Name of Financial Institution	<input style="width: 95%; height: 20px;" type="text"/>
Address	<input style="width: 95%; height: 20px;" type="text"/>
Authorized Signature	<input style="width: 95%; height: 20px;" type="text"/>
Position	<input style="width: 95%; height: 20px;" type="text"/>
Phone #	<input style="width: 95%; height: 20px;" type="text"/>
Date	<input style="width: 95%; height: 20px;" type="text"/>

**EMPLOYMENT VERIFICATION FORM**

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

**TO BE COMPLETED BY EMPLOYEE**

Salutation  Last Name  First Name   
 Address  Town   
 Employee Signature  Phone #

**TO BE COMPLETED BY EMPLOYER**

Eligibility for the County of Huron's Affordable Homeownership 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.

Company Name  Phone #   
 Address  Town   
 Employees Position  Postal Code   
 Rate of Pay  Per   
 Seasonal Employment?  Yes  No If hourly, average hours/week   
 Date Started  Date of Most Recent pay increase

Income Breakdown	Gross Earnings in Past 8 Weeks		Gross Earnings in Past Year	
	From	To	From	To
Basic Salary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime and Premium, Shift Bonus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost of Living Allowance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Committsions, Gratuities, Tips, Annual Bonus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vacation Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Gross Earnings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Form Completed by (Print name)  Position   
 Signature  Date

*This document is also available in alternate formats upon request.*

