



REGION OF WATERLOO AFFORDABLE HOME OWNERSHIP

Application Form

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 \$425,000).

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 \$425,000.

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 \$96,000;
- 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;
- Live in Waterloo Region and have lived in the Region for at least the last 12 months, and,
- Intend to have this home as your one and only property.

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
20 Weber Street, East, 4th Floor, Kitchener, ON N2H 1C31
Fax: 519-575-4026

[Affordable Home Ownership E-mail](mailto:aho@regionofwaterloo.ca) (aho@regionofwaterloo.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:

_____ **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.

_____ **Photo Identification:** For the main applicant, attach a photocopy of one piece of photo ID (e.g. driver's licence, passport).

_____ **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.

_____ **Proof of Age:** For each household member, attach copies of proof of birth date, if birth date is not listed on the documentation provided as proof of your status in Canada.

_____ **Proof of Living in Waterloo Region:** Attach copies of your rent receipts, utility bills, etc. for the last 12 months or a copy of your lease for your current rental in Waterloo Region.

_____ **Bank Verification of Income and Assets Form (pages 11, 12) :** 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.

_____ **Employment Verification Form (page 13, 14):** 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. Any household member currently enrolled full-time in school should provide proof of enrollment (i.e. letter from school, timetable, etc.). Household members who currently have no income should complete the attached "Declaration of No Income."

_____ **Income and Assets (page 6-9):** 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.

_____ **Notice of Assessment:** For each household member 16 years of age or older (excluding dependent full-time students living at home), attach a copy your 2018 Notice of Assessment from Canada Revenue Agency (if you do not have your Assessment, visit your local office at 166 Frederick Street, Kitchener, or go to [Canada Revenue Agency](http://www.cra.gc.ca) website (www.cra.gc.ca) for more information).

_____ **Arrears:** Attach copy of repayment plan if you owe money to a Community Housing landlord (if applicable).

Main Applicant

Mr. _____ Ms. _____ Mx. _____

Please print FULL legal name (First, Middle, Last): _____

Street Number Street Name: _____ Unit Number: _____

City/ Province: _____ Postal Code: _____

Home Phone: _____ Business Phone: _____

Cell Phone: _____ Email: _____

Date of Birth (Month/Day/Year): _____ Social Insurance Number (Optional): _____

Gender: Male _____ Female _____

Status in Canada (**attach proof**):

Canadian Citizen _____ Landed Immigrant _____ Refugee Claimant _____ Native Canadian _____

CO-APPLICANT (If applicable): Mr. _____ Ms. _____ Mx. _____

Please print FULL legal name (First, Middle, Last): _____

Household Information/Details

What is your current monthly rent? \$ _____

What is your total gross annual household income? _____

Where would you like to buy a home?

Kitchener _____ Waterloo _____ Cambridge _____ Townships _____

How many bedrooms? One _____ Two _____ Three _____ Four _____ Five _____

Do you require a wheelchair accessible home? Yes _____ No _____

Do you currently live in Community (subsidized) Housing? Yes _____ No _____

Are you currently on the Region of Waterloo's waiting list for Community Housing? Yes _____ No _____

Have you ever lived in Community Housing (non-profit or co-operative) anywhere in Ontario? _____

If yes, please give details below (use extra paper if necessary):

Provider Name: _____

Street Number Street Name: _____ Unit Number: _____

City/ Province: _____ 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.

1. Last Name: _____ First Name: _____

Relationship to You: _____ Date of Birth (Month/Day/Year): _____ Gender _____

2. Last Name: _____ First Name: _____

Relationship to You: _____ Date of Birth (Month/Day/Year): _____ Gender _____

3. Last Name: _____ First Name: _____

Relationship to You: _____ Date of Birth (Month/Day/Year): _____ Gender _____

4. Last Name: _____ First Name: _____

Relationship to You: _____ Date of Birth (Month/Day/Year): _____ Gender _____

5. Last Name: _____ First Name: _____

Relationship to You: _____ Date of Birth (Month/Day/Year): _____ Gender _____

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.

EMPLOYMENT INCOME

- Full-time, part-time, irregular, casual, seasonal, odd jobs
- Overtime earnings, separation/vacation pay
- Commissions and bonuses
- Tips and gratuities
- Disability / sickness pay
- Long term income protection payments
- Workplace Safety & Insurance Board (WSIB)

SELF-EMPLOYMENT INCOME

- Tutoring, music teaching, child care, babysitting, taxi, business, etc.

SOCIAL ASSISTANCE INCOME

- Ontario Works (OW)
- Ontario Disability Support (ODSP)

PENSIONS AND ALLOWANCE INCOME

- Old Age Security (OAS)
- Guaranteed Income Supplement (GIS)
- Guaranteed Annual Income Supplement (GAINS)
- Canada Pension Plan (CPP)
- Quebec Pension Plan (QPP)
- Social Security (other countries)
- Widow's Pension

PENSIONS AND ALLOWANCE INCOME (CONTINUED)

- Company Pension, Private Pension
- Public Service Plan, Civilian War Pensions
- Disability Pension
- War Veterans Allowance (D.V.A.)
- War Veterans Allowance (other countries)
- Military or Militia or Civil Defense Allowance
- Training / Retraining Allowances

OTHER INCOME

- Employment Insurance payments (EI)
- Insurance payments
- Student grants/bursaries, OSAP
- Provincial or municipal payments
- Payments under compensation for Victims of Crime Act
- Mortgage income
- Payments from Public Guardian and Trustee
- Payments from Children's Aid Society or Catholic Children's Aid
- Separation payments
- Alimony payments
- Support payments (for spouse or child)
- Support from relatives or other sources/Sponsorship
- One-time lump sum payments (inheritances, court and out-of-court settlements)

INCOME PRODUCING ASSETS

- Farm property which produces income
- Real estate (residential, commercial, farmland, cottage, mobile home) which produces rental income
- Savings account (bank, trust company, credit union), annuities, Guaranteed Investment Certificates, stocks or shares, bonds, debentures, mortgages, loans, notes, term deposits
- License which produces income (e.g. Taxi License)
- Business interest which produces income

NON-INCOME PRODUCING ASSETS

- Life insurance (with cash surrender value)
- Registered Retirement Savings Plan
- Real estate (house, condominium, summer cottages, farmland, commercial or vacant land) in any country
- Business interest which does not produce income

List All Income and Assets For Members Of The Household 16 Years Of Age And Older

Main Applicant Name: _____

(Gross Monthly Amount)

SOURCES OF INCOME

- 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 Income:

Support Payments: Received \$ _____ Paid \$ _____

Interest/Property/Assets \$ _____

Other Income (Specify): _____ \$ _____

- Assets that give you income or interest:

Bank Account: Balance \$ _____ Interest Earned (past year) \$ _____ Interest Rate _____ %

Bank Account: Balance \$ _____ Interest Earned (past year) \$ _____ Interest Rate _____ %

Bank Account: Balance \$ _____ Interest Earned (past year) \$ _____ Interest Rate _____ %

RRSP Registration Number: _____ Value \$ _____

Interest (past year) \$ _____ Interest Rate _____ %

GIC, Term Deposits:

Maturity Date: _____ Value \$ _____ Interest (past year) \$ _____ Interest Rate _____

Canada Savings Bonds: Value \$ _____ Interest (past year) \$ _____ Interest Rate _____

Other: _____ \$ _____

- Other income or assets that do NOT earn interest:

Complete Property Address _____

Assessed Value \$ _____

Other: _____ Assessed Value \$ _____

Co-applicant Name: _____

(Gross Monthly Amount)

SOURCES OF INCOME

- 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 Income:
Support Payments: Received \$ _____ Paid \$ _____
Interest/Property/Assets \$ _____
Other Income (Specify): _____ \$ _____
- Assets that give you income or interest:
Bank Account: Balance \$ _____ Interest Earned (past year) \$ _____ Interest Rate _____ %
Bank Account: Balance \$ _____ Interest Earned (past year) \$ _____ Interest Rate _____ %
Bank Account: Balance \$ _____ Interest Earned (past year) \$ _____ Interest Rate _____ %

RRSP Registration Number: _____ Value \$ _____
Interest (past year) \$ _____ Interest Rate _____ %
GIC, Term Deposits:
Maturity Date: _____ Value \$ _____ Interest (past year) \$ _____ Interest Rate _____
Canada Savings Bonds: Value \$ _____ Interest (past year) \$ _____ Interest Rate _____
Other: _____ \$ _____
- Other income or assets that do NOT earn interest:
Complete Property Address _____
Assessed Value \$ _____
Other: _____ Assessed Value \$ _____

Other Household Member Name: _____

(Gross Monthly Amount)

SOURCES OF INCOME

- 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 Income:
Support Payments: Received \$ _____ Paid \$ _____
Interest/Property/Assets \$ _____
Other Income (Specify): _____ \$ _____
- Assets that give you income or interest:
Bank Account: Balance \$ _____ Interest Earned (past year) \$ _____ Interest Rate _____ %
Bank Account: Balance \$ _____ Interest Earned (past year) \$ _____ Interest Rate _____ %
Bank Account: Balance \$ _____ Interest Earned (past year) \$ _____ Interest Rate _____ %

RRSP Registration Number: _____ Value \$ _____
Interest (past year) \$ _____ Interest Rate _____ %
GIC, Term Deposits:
Maturity Date: _____ Value \$ _____ Interest (past year) \$ _____ Interest Rate _____
Canada Savings Bonds: Value \$ _____ Interest (past year) \$ _____ Interest Rate _____
Other: _____ \$ _____
- Other income or assets that do NOT earn interest:
Complete Property Address _____
Assessed Value \$ _____
Other: _____ Assessed Value \$ _____

How did you hear about the Region's Affordable Home Ownership Program?

- Real estate agent, Bank, Mortgage Broker
- Region's website
- Region's social media
- Radio or Newspaper
- Friend or Family
- Other: _____

Declaration:

I/We 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/we also affirm and certify that I/we have read and understand the Definition of Income on page four.

I/We make this declaration knowing that the information provided will be relied upon to assess qualification for the Affordable Home Ownership Program. I/We 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: _____

Co-Applicant Signature: _____ Date: _____

Other household members over the age of 16:

Signature: _____ Signature: _____

Signature: _____ Signature: _____

Signature: _____ Signature: _____

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).

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 or does not have any source of income, must complete the attached "Declaration of No Income."



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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: _____

Co-Applicant Signature: _____ Date: _____

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 month/day/year

Registered Retirement Savings Plans (RRSP's)

Registration Number	Value \$	Interest Rate %	Type of R.R.S.P.	Valuation Date month/day/year

Financial Institution Seal or Stamp:

Name of Financial _____

Institution: _____

Address: _____

Authorized Signature: _____

Position: _____

Phone Number: _____ Date: _____



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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

Mr. _____ Ms. _____ Mx. _____

Please print FULL legal name (First, Middle, Last): _____

Street Number Street Name: _____ Unit Number: _____

City/ Province: _____ Postal Code: _____

Home Phone: _____ Business Phone: _____

Cell Phone: _____ Email: _____

Social Insurance Number: _____ 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: _____

Business Phone: _____ Employer's Address: _____

City/ Province: _____ Postal Code: _____

Employee's Position: _____ Frequency of Employee Pay: _____

Rate of Employee Pay: _____ per _____ Seasonal? _____ Average weekly Hours: _____

Employee Start Date: _____ Date Employee's most recent pay increase: _____

INCOME BREAKDOWN (**Past 8 weeks**) Start Date: _____ End Date: _____

Basic Salary:	
Overtime, Premium, Shift Bonus:	
Cost of Living Allowance:	
Commissions, Gratuities, Tips:	
Yearly Bonus:	
Other Benefits:	
Total Gross Earnings:	

INCOME BREAKDOWN (**Past Year**) Start Date: _____ End Date: _____

Basic Salary:	
Overtime, Premium, Shift Bonus:	
Cost of Living Allowance:	
Commissions, Gratuities, Tips:	
Yearly Bonus:	
Other Benefits:	
Total Gross Earnings:	

Form Completed By:

Print Name: _____ Position: _____

Signature: _____ Date: _____



REGION OF WATERLOO AFFORDABLE HOME OWNERSHIP

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.

Printed Name: _____

Signature: _____

Date: _____

Witness

Printed Name: _____

Signature: _____

Date: _____

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.