



UNITED COUNTIES OF PRESCOTT AND RUSSELL
ONTARIO PRIORITIES HOUSING INITIATIVE (OPHI)
HOMEOWNERSHIP COMPONENT
APRIL 2020

1.0 Introduction

The Homeownership Component under the Ontario Priorities Housing Initiative (OPHI) aims to assist low-to-moderate-income renter households to purchase affordable homes within Prescott and Russell by providing down payment assistance in the form of a forgivable loan.

2.0 Applications & Eligibility Criteria

All applicants must fill out the Application Form and provide the supporting documentation as required before the deadline.

Complete program guidelines are available at the following website, under “Ontario Priorities Housing Initiative (OPHI): http://en.prescott-russell.on.ca/services/social_services/housing_services

Applications and all required documentation shall be received **by fax** at 1-877-844-9795, **by mail or in person** at the United Counties of Prescott and Russell Housing Services, Social Services Department, 59 Court Street, P. O. Box 303, L’Orignal ON K0B 1K0. All applications received in time will be open on a **first come, first-served basis**.

Only **complete** applications with all required documentation and signatures will be reviewed for eligibility.

To be eligible for down payment assistance:

- at least one (1) member of the household must be eighteen (18) years of age;
- the household must not currently own a home or have a vested interest in any real estate in the last five (5) years;
- the household must be purchasing their sole and principal residence;
- the combined total gross annual income of the adult household members must not exceed \$86,400;
- the purchase price of a home must not exceed \$288,000;
- the household must have a valid preapproved mortgage from a leading financial institution.

3.0 Required documents needed to be included with the application

Each adult household member must provide the documentation listed below with their application form for assessment of eligibility:

- 2018 Notice of Assessment
- The 2019 income tax return will be accepted for all household members over 18 years of age. **We will require the 2019 Notice of Assessment in June 2020 to confirm the annual household income.**
- Proof of Rental Status (copy of the lease/letter from the Landlord/rent receipt);
- Two (2) pieces of photo identification required (accepted are a driver’s licence, passport, or health card);
- Proof of a valid preapproved mortgage (letter signed by a representative of the primary financial institution).
- Application form completely filled out with consent form.

4.0 Selection Process

Approved applicants will receive a Letter of Conditional Approval approximately five (5) working days after the reception of a complete application. The buyers will have thirty (30) days to provide a fully executed Purchase and Sale Agreement and the home inspection report following the reception of the Letter of Conditional Approval.

Upon receipt of the documents described above, the home purchasers will receive a commitment letter specifying the exact amount of funding to be paid on the closing date. At that time, the purchasers will have to provide the home inspection report and proof of mortgage approval by the primary lending institution.

Home purchasers will be required to sign a loan agreement which sets out the terms of the funding and which will be registered on the title.

5.0 Eligible Unit Types

Resale or new homes (including conversions from non-residential use that include a new home warranty) are eligible unit types under the Homeownership Component if they are located within Prescott and Russell and if they do not exceed \$288,000.

Homes may be detached, semi-detached, townhouses (condominiums and freehold), stacked homes, row houses, apartments, or other similar built forms approved by the Ministry.

Multi-residential units, such as duplexes and triplexes, are not eligible.

Homes must be modest in size, relative to community norms, in terms of floor area and amenities, as determined by the province.

Homes inspections are required for all resale homes and are strongly recommended for new homes.

6.0 Funding

The funding is available only for down payment on the purchase of a home and will be paid directly to the Lawyer of the buyers upon closing the transaction of the home when a mortgage can be registered on the title. Please note that the funding may not be used for deposits towards eligible units.

The maximum amount of funding will be ten per cent (10%) of the purchase price of the home. The funding will be in the form of a twenty- (20) year forgivable loan registered on the title. The funding will be forgiven and can be discharged at the request and expense of the homeowner on the twentieth (20th) anniversary date of the purchase. The 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.

If you are purchasing a new home that is yet to be built, the initial amount granted at the time of signatures will not be revised. In new home construction with a contractor/builder, some extras are a reality of the construction cost (unforeseen expenses). Please be advised that our funding amount will not change to accommodate these upgrades or unforeseen costs. This will affect the ten per cent (10%) down payment amount.

Example:

Initial home price \$200,000 = \$20,000 (10% down payment required)

At closing, the home price is now \$220,000 because you upgraded the flooring or added a garage (EXTRAS).

New revised home price \$220,000 = \$22,000 (10% down payment required)

We will not revise the agreement or pay the extra \$2,000. This has an impact on the financial institution, Mortgage Broker, or builders. Your down payment from the lender's perspective is no longer 10% of the final cost but 9.1%. This could be a problem for closing and mortgage insurance.

6.5 Further information on the application process and eligibility conditions

✓ According to the program guidelines, cosignatories are not permitted, since most of the time they are homeowners. So, the clause concerning first-time home purchasers becomes null and void.

✓ We must be a second mortgage. We will not consider an application if we are listed as a third lender.

✓ The same "Owners" must appear on each document, i.e., the Purchase Agreement, property titles, mortgage, mortgage insurance, and the agreement between the United Counties of Prescott and Russell (UCPR) and yourself.

We wish to inform you of this fact before your real estate transaction goes any further to enable you to avoid transaction cancellation fees.

Here are the four steps for the Homeownership file:

Step 1: Receipt of requested initial documents. That is the filled out Application Form, bank preapproval with the names of the applicants, proof of income, photo identification, and proof that you are currently a tenant.

(Response time: Five (5) working days for this step.)

A Letter of Conditional Approval is sent, and the buyers can start looking for a home and start the process with a Realtor.

Step 2: We receive the Agreement Purchase Sale (APS) signed by you and by the sellers, the home inspection report, and the name of your Lawyer with a void cheque of the law firm to our office for our file. The money is transferred "In Trust" by our Lawyers to the buyer's Lawyer on the date of the closing. The documents (APS, inspection, and Lawyer's information) can be sent to our office by email or by fax.

(Response time: This will vary based on your real estate transaction and obtaining the home inspection report.)

Step 3: At this stage, we can confirm that you will receive the amount of **ten per cent (10%) of the cost of the house** as a down payment towards the purchase of your future home if we receive the following, prior to completion of the sale, i.e., DATE (dd/mm/yyyy): a copy of the mortgage approval by the primary lender on behalf of the applicants (you and your spouse) and mortgage insurance from the CMHC or another company on behalf of the applicants (you and your spouse).

STEP 4: Signature of the loan agreement (contract) with the UCPR.

Important: The contract will be cancelled, and we will be unable to advance the amount of ten per cent (10%) of the cost of the house for your down payment if, during verification of the above documents (mortgage approval and mortgage insurance), we discover that, to secure the loan, other signatories or cosignatories were added to the transaction.

We suggest that you check with the financial institution that granted your preapproval whether or not your loan will be approved by the mortgage insurance as is, without adding a second or third person to secure the loan.

7.0 Conditions for Repayment by Homeowner

Repayment of the original down payment must be made if any of the following situations occur at any time prior to the twentieth (20th) anniversary:

- The unit is sold, disposed of, or leased;
- The unit is no longer the sole and principal residence of the loan recipient;
- The loan recipient becomes bankrupt or insolvent;
- The loan recipient misrepresented their eligibility for the program;
- The loan recipient used the proceeds of the loan for a purpose other than the acquisition of the unit;
- The loan recipient's death.

In the above cases, the original loan amount plus ten per cent (10%) of the realized capital gains must be repaid.

The Service Manager (SM) must be satisfied that the sale was at fair market value.

If a purchaser chooses to repay the down payment assistance without selling the home within the affordability period, the purchaser is still required to repay the proportionate percentage of any notional capital gain¹ as of the date of repayment.

Only the principal amount would have to be repaid in the event of the homeowner's death prior to the expiry of the affordability period. We will request that the succession of the homeowner reimburse us.

¹ Notional capital gains will be calculated based on the current fair market value of the home at the time of repayment of the loan. Fair market value shall be based on an independent appraisal.

8.0 Annual Review

The homeowner must provide confirmation of their continued residency on an annual basis and proof of renewal for their home insurance, proof that the mortgage is in good standing and that municipal taxes are up to date during the twenty- (20) year forgivable loan. We will also require that the personal information fact sheet, current workplace, contact person, financial institution, and consent to information be updated and signed.

9.0 Cancellation

The UCPR reserve the right to cancel an application if:

- the information disclosed in the Application Form is false;
- the client has used the allocated funds for another purpose other than the approved Homeownership project;
- the client has already received funding under the IAH program; or
- **the program funds are depleted.**

10.0 Freedom of Information Act

The applicant hereby consents to the disclosure of the information contained in this application, pursuant to *The Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, C.M. 56.* No information about other applicants or the order of reception of an application will be disclosed under *The Freedom of Information Act.*



**UNITED COUNTIES OF PRESCOTT AND RUSSELL
Homeownership Component
Under Ontario Priorities Housing initiative (OPHI)
2020**

Before filling out this application, please read the following carefully:

1. Before you fill out the Application Form, carefully read the Homeownership Component document, which describes the program as well as the eligibility criteria and requirements.
2. Please review your duly filled application thoroughly to ensure you have included **all required documentation** along with the **duly filled out Application Form. Incomplete applications will not be considered.**
3. All eligible applications will be considered and approved on a first come, first-served basis until all funding is allocated. Since funds are limited, we will not keep a wait list for this component.
4. Successful applicants will be notified and receive a Letter of Conditional Approval.
5. Approved applicants must provide a fully executed Purchase and Sale Agreement within thirty (30) days of receipt of the *Letter of Conditional Approval*. The closing date of the Purchase and Sale Agreement may extend beyond the thirty (30) days.

Applications and all required documentation shall be received **by fax** at 1-877-844-9795, **by mail** or **in person** at the United Counties of Prescott and Russell Housing Services, Social Services Department, 59 Court Street, P. O. Box 303, L'Orignal ON K0B 1K0.

Complete program guidelines are available at the following website:

http://www.en.prescott-russell.on.ca/services/social_services/housing_services

**For further information, please contact:
Lynne Dupelle Projects Coordinator
Ontario Priorities Housing Initiative (OPHI)
613 675-4642/1-800-667-9825 extension 6505**



**Inter-Departmental Consent Form (Social Services)
Consent to Disclose and Verify Information**

In order for the Social Services Department of the Corporation of the United Counties of Prescott and Russell (UCPR) to provide me/us with effective and integrated services,

I/we _____
(Full name of Applicant– PLEASE PRINT)

(Full name of Co-Applicant – PLEASE PRINT)

consent to the collection of information by, and the release of information to, an authorized representative of any or all of the following services of the Social Services Department of UCPR:

- Housing Services;
- Ontario Works.

I/We consent to the verification, disclosure, and transfer of any or all information (personal, financial, work-related, etc.) by or to any of the above entities and will provide any required supporting material.

I/We declare that all information is correct and is complete to the best of my/our knowledge and becomes the property of UCPR. Questions should be directed to the Social Services Department, United Counties of Prescott and Russell, 59 Court Street, P. O. Box 303, L’Orignal ON K0B 1K0.

Personal information is collected by UCPR pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* (R.S.O. 1990, c.M.56), (hereinafter referred to as “MFIPPA”). This information may be shared, disclosed, and retained for the purposes of making decisions or verifying eligibility for or maintenance of assistance under one or more of the following Acts:

- *Housing Services Act, 2011*;
- *Ontario Works Act, 1997*.

Pursuant to MFIPPA, I/we give my/our consent and authorization to:

- UCPR to make enquiries to verify the information provided;
- UCPR to require that I/we provide any supporting material;
- any person, corporation, or any social agency having knowledge of any such required information to release it to UCPR.

In this document, the masculine gender has been used to facilitate its composition. Where required, the feminine gender shall be substituted.

I have read or had read to me and understand the consent set out above regarding the release of information about me.

(Signature of Applicant)

(Signature of witness)

Date (dd/mm/yyyy)

I have read or had read to me and understand the consent set out above regarding the release of information, and I join in this consent.

(Signature of spouse of Co-Applicant)

(Signature of witness)

Date (dd/mm/yyyy)



**ONTARIO PRIORITIES HOUSING INITIATIVE (OPHI)
HOMEOWNERSHIP COMPONENT**

APPLICATION FORM – 2020

SECTION 1 – APPLICANT INFORMATION

APPLICANT INFORMATION (MAIN CONTACT FOR THIS APPLICATION)

Name		Date of Birth
Current Address – Apt. #	Street	P. O. Box
City/Town	Province	Postal Code
Telephone #	Cellphone #	Email Address

CO-APPLICANT INFORMATION (SPOUSE OR OTHER ADULT TO BE REGISTERED ON THE TITLE)

Name		Date of Birth
Current Address – Apt. #	Street	P. O. Box
City/Town	Province	Postal Code
Telephone #	Cellphone #	Email Address

ADULT HOUSEHOLD MEMBERS – MEMBERS OF THE HOUSEHOLD OVER THE AGE OF 18 YEARS AND WHO WILL BE RESIDING IN THE PURCHASED HOME

Full Name	Date of Birth	Relationship to Applicant	To be registered on the title? Yes or No

MINOR HOUSEHOLD MEMBERS – MEMBERS OF THE HOUSEHOLD UNDER THE AGE OF 18 YEARS AND WHO WILL BE RESIDING IN THE PURCHASED HOME

Full Name	Date of Birth	Relationship to Applicant	To be registered on the title? Yes or No



APPLICATION FORM – 2020 Continued

SECTION 2 (A) – APPLICANT WORKPLACE

APPLICANT INFORMATION (MAIN CONTACT FOR THIS APPLICATION)

Name of Employer		Telephone #
Current Address – Apt. #	Street	P. O. Box
City/Town	Province	Postal Code
How many years have you worked for this employer?		
Contact person/Department:		

CO-APPLICANT WORKPLACE

CO-APPLICANT INFORMATION (SPOUSE OR OTHER ADULT TO BE REGISTERED ON THE TITLE)

Name of Employer		Telephone #
Current Address – Apt. #	Street	P. O. Box
City/Town	Province	Postal Code
How many years have you worked for this employer?		
Contact person/Department:		

SECTION 2 (B) – APPLICANT FINANCIAL INSTITUTION

APPLICANT INFORMATION (MAIN CONTACT FOR THIS APPLICATION)

Name of Financial institution		Telephone #
Current Address – Apt. #	Street	P. O. Box
City/Town	Province	Postal Code

CO-APPLICANT FINANCIAL INSTITUTION

CO-APPLICANT INFORMATION (SPOUSE OR OTHER ADULT TO BE REGISTERED ON THE TITLE)

Name of Financial institution		Telephone #
Current Address – Apt. #	Street	P. O. Box
City/Town	Province	Postal Code



APPLICATION FORM – 2020 Continued

SECTION 2 (c) – APPLICANT CONTACT PERSON

APPLICANT CONTACT PERSON

Name of contact person		Telephone #
Current Address – Apt. #	Street	P. O. Box
City/Town	Province	Postal Code
Relationship to Applicant:		

(c) CO-APPLICANT CONTACT PERSON

CO-APPLICANT CONTACT PERSON

Name of contact person		Telephone #
Current Address – Apt. #	Street	P. O. Box
City/Town	Province	Postal Code
Relationship to Applicant:		

SECTION 3 – ACCOMMODATION DETAILS

CHECK YES OR NO:

	YES	NO
ARE YOU AT LEAST 18 YEARS OLD?	_____	_____
HAVE YOU SIGNED OR WILL YOU BE SIGNING AN OFFER TO PURCHASE A HOME IN PRESCOTT AND RUSSELL?	_____	_____
DO YOU CURRENTLY OWN A HOME OR HAVE AN OWNERSHIP INTEREST IN A HOME OTHER THAN A CONTINGENT INTEREST?	_____	_____
ARE YOU LIVING IN A SPOUSAL RELATIONSHIP WITH A PERSON WHO OWNS A HOME OR WHO HAS AN OWNERSHIP INTEREST IN A HOME OTHER THAN A CONTINGENT INTEREST?	_____	_____
DO YOU NEED A COSIGNATORY?	_____	_____
ARE YOU VACATING A RESIDENTIAL TENANCY?	_____	_____



APPLICATION FORM – 2020 Continued

SECTION 4 – INFORMATION PERTAINING TO THE HOME TO BE ACQUIRED

ADDRESS OF THE HOME TO BE ACQUIRED (IF KNOWN)

_____ #, STREET,	
_____ CITY/TOWN, PROVINCE	_____ POSTAL CODE

CHECK YES OR NO:

	YES	NO
FIRST-TIME BUYER	_____	_____
HOW LONG HAVE YOU BEEN A RENTER? _____	_____	_____
NEW HOME (NOT PREVIOUSLY OCCUPIED)	_____	_____
WE WILL USE THE ELIGIBLE UNIT AS OUR PRINCIPAL RESIDENCE	_____	_____
NON-RESIDENTIAL CONVERSION PROJECT (NOT PREVIOUSLY OCCUPIED)	_____	_____
RESALE HOME WHERE PURCHASER HAS UNDERTAKEN OR WILL UNDERTAKE A HOME INSPECTION AT HIS OR HER EXPENSE	_____	_____

BUILDING TYPE	NUMBER OF BEDROOMS _____
<input type="checkbox"/> SEMI-DETACHED <input type="checkbox"/> DETACHED <input type="checkbox"/> TOWNHOUSE <input type="checkbox"/> DUPLEX <input type="checkbox"/> TRIPLEX <input type="checkbox"/> CONDO <input type="checkbox"/> ROW HOUSE	

MORTGAGE	
WHAT IS THE SELLING PRICE OF THE HOME?	_____
PLEASE INDICATE THE PREAPPROVED AMOUNT:	_____
NAME OF LENDER OR FINANCIAL INSTITUTION:	_____
PREAPPROVAL ISSUED ON:	_____
EXPIRY DATE OF PREAPPROVAL:	_____



APPLICATION FORM – 2020 Continued

SECTION 5 – ACKNOWLEDGEMENT

I/WE HEREBY DECLARE AND CERTIFY THAT THE ABOVE INFORMATION IS CORRECT. I/WE UNDERSTAND THAT THIS IS AN APPLICATION FOR A FORGIVABLE LOAN UNDER THE HOMEOWNERSHIP COMPONENT – ONTARIO PRIORITIES HOUSING INITIATIVE (OPHI), THE PURPOSE OF WHICH IS TO ALLOW THE SERVICE MANAGER TO DETERMINE IF THE PURCHASER AND THE HOME ARE ELIGIBLE. FINAL CONFIRMATION OF ELIGIBILITY WILL BE REQUIRED AFTER COMPLETION OF THE HOME, IF APPLICABLE, AND PRIOR TO ANY FORGIVABLE LOAN BEING MADE.

PERSONAL INFORMATION CONTAINED IN THIS FORM OR ANY ATTACHMENTS HERETO IS COLLECTED BY THE SERVICE MANAGER UNDER THE AUTHORITY OF THE **Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990** AND WILL BE USED TO DETERMINE ELIGIBILITY FOR HOMEOWNERSHIP FUNDING – ONTARIO PRIORITIES HOUSING INITIATIVE. ANY QUESTIONS REGARDING THE COLLECTION OR RELEASE OF THIS INFORMATION SHOULD BE DIRECTED TO THE UNITED COUNTIES OF PRESCOTT AND RUSSELL, 59 COURT STREET, L'ORIGNAL ON K0B 1K0 AT 613 675-4642/1-800-667-9825 EXT. 6505.

APPLICANT'S SIGNATURE	PRINT NAME	DATE

CO-APPLICANT'S SIGNATURE	PRINT NAME	DATE

FOR SERVICE MANAGER USE ONLY

AIMS REFERENCE #: _____ PROJECT NAME: _____

INITIATIVE: _____

THIS PROPOSAL IS **ELIGIBLE** FOR A CONDITIONAL COMMITMENT

SIGNATURE	DATE

THIS PROPOSAL IS **NOT ELIGIBLE** FOR A CONDITIONAL COMMITMENT

SIGNATURE	DATE