



## Foxcroft Affordable Homeownership Application Form

This Application must be completed in full by Applicants and Occupants applying to purchase and/or occupy a strata lot (the “Strata Lot”) in the Foxcroft Affordable Homeownership Program (“Foxcroft”)

### 1. Applicant Information:

To be completed by all Applicants intending to be registered on title to the Strata Lot

#### Applicant

Last name	Given names	SIN	Mr. Miss Mrs. Ms.
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#### Mailing Address

Apt #	Street Address		
City	B.C.	Postal Code	

#### Residential Address (complete only if different than mailing address)

Apt #	Street Address		
City	B.C.	Postal Code	

#### Contact Information

Cell Phone ( )	Work Phone ( )	Home Phone ( )
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Email Address

How long have you lived in B.C.? \_\_\_\_\_

Please list your address(es) for the last 12 months starting with the most current.

Address(es)	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)

**NOTE: If there is more than one Applicant please have each Applicant complete a separate page 1.**

## 2. Household Information

List all persons intending to live in the Strata Lot.

Last name of Applicant/Occupant	Given names	Birthdate (dd/mm/yyyy)	Sex (M/F)	Relationship to Applicant	Canadian Citizen (C), Permanent Resident (PR) or Neither (N)
1					
2					
3					
4					
5					

## 3. Income Information

List the 2008 income from all sources of all Applicants and Occupants over the age of 19 intending to live in the Strata Lot.

Name of Applicant/Occupant	Employer Name or Income Source	2008 Income
<b>Total Income:</b>		



## 4. Asset Information

### Assets

**Applicant/Occupant Name** \_\_\_\_\_

Please list all assets owned by you

Type of Asset	Description of Asset	Value (\$)
Cash		
Term Deposits / GIC's		
Bonds / Shares		
RRSP's		
Pensions		
Automobiles (make/model/year)		
Other Assets		
Other Assets		
Other Assets		
Other Assets		

Do you own real estate? (e.g. house, cottage, townhouse, condominium, land, etc).

Yes

No

If Yes, please provide the following information:

Type of Real Estate	Address	Year Purchased	Value (\$)	Equity(\$)

**Note:** A separate list of assets must be submitted by each Applicant and Occupant over the age of 19 intending to live in the Strata Lot.

**Note:** Proof of assets must be submitted with Application. See attached checklist (Additional Documents) for details.

## 5. Authorization

The Canadian Mental Health Association/Revelstoke Branch (“**CMHA**”) will administer Foxcroft on behalf of British Columbia Housing Management Commission (“**BC Housing**”). If you have any questions about the collection use or disclosure of your personal information please call CMHA at (250) 832-8477 and ask to speak to the Privacy Officer.

Personal information requested in this Application will be collected and used solely for the purpose of verifying and assessing the eligibility of the Applicant to participate in the random selection as an eligible purchaser of a Strata Lot, as authorized by the *Personal Information Protection Act*.

I/We authorize Canada Revenue Agency to release to BC Housing and/or CMHA information from my/our income tax returns to verify the information contained in this Application.

## 6. Acknowledgement

I/We acknowledge and understand that:

- It is my/our responsibility to immediately inform CMHA of any changes to the information contained in this Application.
- If I/we wish to withdraw my/our consent to have BC Housing and/or CMHA verify the information contained in this Application, I/we may do so at any time by writing to CMHA, however the withdrawal of such consent will result in the cancellation of the Application.

Name (print)	Signature	Date

**Note: Each Applicant and Occupant over the age of 19 intending to live in the Strata Lot must sign the Application.**

**STATUTORY DECLARATION**

CANADA ) IN THE MATTER OF THE FOXCROFT  
PROVINCE OF BRITISH COLUMBIA ) AFFORDABLE HOMEOWNERSHIP PROGRAM  
CITY OF SALMON ARM )

I, \_\_\_\_\_

of \_\_\_\_\_  
(print residential address)

\_\_\_\_\_  
(print town or city and postal code)

\_\_\_\_\_  
(print mailing address if different than above)

phone (day) \_\_\_\_\_, phone (evening) \_\_\_\_\_,

fax \_\_\_\_\_, email \_\_\_\_\_,

in the Province of British Columbia, Canada

**DO SOLEMNLY DECLARE THAT:**

1. I declare that the Application attached hereto is true and complete to the best of my knowledge.
2. I have been a full time resident of British Columbia at the address shown above (or at a different address in British Columbia as noted) for at least 12 months.
3. I have read and understood the *Guidelines for the Application and Approval Process* with respect to the Foxcroft Affordable Homeownership program, a copy of which is attached to this statutory declaration.
4. I am over 19 years of age and I am a Canadian citizen or permanent resident.

AND I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same legal force and effect as if made under oath.

Sworn before me at the \_\_\_\_\_ of \_\_\_\_\_ )  
\_\_\_\_\_ )  
in the Province of British Columbia )  
this \_\_\_\_\_ day of \_\_\_\_\_, 2009. )  
(month)

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

\_\_\_\_\_  
A commissioner for taking )  
affidavits in and for the )  
Province of British Columbia )

**Note: Each Applicant and Occupant over the age of 19 intending to live in the Strata Lot must sign a Statutory Declaration in the presence of a lawyer, notary public or a commissioner.**

**Approval for Mortgage  
Foxcroft Affordable Homeownership Program**

**Based on the information contained in the Application, the undersigned has approved a first mortgage to be granted to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(the Borrowers)**

**in the principal amount of \$\_\_\_\_\_. This approval is subject to the Borrowers complying with the undersigned's lending requirements.**

**Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_**

\_\_\_\_\_  
**(Financial Institution)**

\_\_\_\_\_  
address

\_\_\_\_\_  
phone number

## **Guidelines for the Application and Approval Process** **(Foxcroft Affordable Homeownership Program)**

To be eligible to purchase a strata lot (a “**Strata Lot**”), Applicants must meet the following criteria:

- 1) All Applicants must be of legal age, Canadian citizens or landed immigrants, and must have been full time residents of British Columbia for at least 12 months preceding the date of Application.
- 2) All other Occupants intending to live in the Strata Lot must be Canadian citizens or permanent residents.
- 3) The gross annual income of all Applicants and Occupants intending to reside in the Strata Lot must not exceed \$55,000.
- 4) The total value of assets of all Applicants and Occupants intending to reside in the Strata Lot must not exceed \$100,000.
- 5) All Applicants must plan to occupy the Strata Lot as their primary residence.
- 6) Applicants must be pre-approved for a mortgage and must attach confirming documentation of mortgage pre-approval.
- 7) Eleven (11) Applicants will be selected and offered the opportunity to purchase a Strata Lot in Foxcroft through a random selection process. Applications not drawn will be placed on a waitlist. The waitlist will be administered and maintained by the Canadian Mental Health Association Shuswap/Revelstoke Branch.
- 8) All selected Applicants must complete a one day seminar on affordable homeownership.
- 9) The eligibility criteria as stated in these Guidelines must continue to be met throughout the time that an Applicant is on the waitlist.
- 10) Applicants, upon being offered an opportunity to purchase a Strata Lot, will have the option to accept or decline. An Applicant who declines a Strata Lot three times but wishes to remain on the waitlist will be moved to the bottom of the waitlist.

**Applications are to be delivered to:**

Foxcroft Affordable Homeownership Program  
c/o Canadian Mental Health Association  
Shuswap/Revelstoke Branch  
433 Hudson Avenue  
Box 3275  
Salmon Arm, BC  
V1E 4S1

**To be included in the initial random selection process, applications must be received prior to July 31, 2009 @ 2:00pm. Qualified applications received after 2:00pm July 31, 2009 will be placed onto a waitlist in the order they are received.**

CMHA and BC Housing reserve the right to amend the above Guidelines as CMHA and BC Housing deem necessary from time to time.

**Additional Documents**  
**(Foxcroft Affordable Homeownership Program)**

**When returning your completed Application, please ensure you have included the following documents:**

1. Proof of status in Canada (proof is required for all persons intending to reside in the Strata Lot):
  - Copy of Canadian birth certificate(s); or
  - Copy of citizenship papers or immigration documents. Acceptable proof includes:
    - Record of Landing (IMM1000); or Sponsorship Undertaking: Confirmation of Permanent Residence (IMM5292); or
    - Permanent Resident Card (PRC).

**PLEASE DO NOT SUBMIT ORIGINAL DOCUMENTS.**

2. Proof of Income (proof is required for all Applicants and other Occupants over the age of 19 intending to reside in the Strata Lot):
  - Your 2008 Income Tax Notice of Assessment **AND** page one of your Income Tax return; and
  - Proof of your 2009 gross monthly income, from all sources (last three consecutive cheque stubs, letter from employer or other income statement).

If your 2008 annual income included income from **self employment**, attach:

- Statement of Income and Expenses from your 2008 Income Tax return.

3. **Proof of Assets** (proof is required for all Applicants and other Occupants over the age of 19 intending to reside in the Strata Lot):
  - Copies of bank statements from **all** bank accounts.
  - Property tax assessments for value of property owned and proof of outstanding mortgage(s) for equity calculation.
  - Other statement showing total value of asset(s).
4. **Mortgage Approval** (signed by your financial institution).