



2024/2025 Homeownership
Program Application
Ontario Priorities Housing Initiative (OPHI)

REQUIRED DOCUMENTATION

	Mortgage Pre-Approval Letter
	Letter/Lease from current Landlord proving rental in Lanark County
	Notice of Assessments from 2022, 2023 & 2024
	2 forms of ID for all household members (driver’s licence/photo health card)
	Proof of Citizenship (birth certificate or passport)

SECTION I

APPLICANT INFORMATION- INCLUDE ALL WHO WILL BE RESIDING IN THE HOME

Applicant Name:

Date of Birth (dd/mm/yyyy):

Status in Canada ☐ Canadian Citizen ☐ Landed Immigrant ☐ Refugee

Current Address:

Home Phone:

Cell:

Email:

Co-Applicant Applicant Name:

Date of Birth (dd/mm/yyyy):

Status in Canada ☐ Canadian Citizen ☐ Landed Immigrant ☐ Refugee

Current Address:

Home Phone:

Cell:

Email:

Dependents living in the home: (including dependent adults)

1.

Date of Birth:

2.

Date of Birth:

3.

Date of Birth:

4.

Date of Birth:

SECTION II ACCOMMODATION DETAILS AND HISTORY				
Do you or the co-applicant currently own a home, in part or full or have a financial / ownership interest in a home? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you currently living in rental accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, Required Documentation: Copy of current lease, rent receipts, or letter from Landlord would be acceptable as proof of residency and renter status.				
Landlord Name:				
Phone:		Fax:		
Mailing Address:				
SECTION III FINANCIAL DETAILS				
"Household" includes the Applicant, Co-applicant, spouse, partner, same sex partner, and any person over the age of 17 years and not in school who would normally be residing with the Applicant.				
"Gross" income means all income before taxes and other deductions. Include income from all sources (employment, pension, WSIB, social assistance, investment or business income, etc.).				
Please note that the maximum amount for the household is \$104,000.00 (under review by the province)				
Gross Income - Complete for all household members with income:				
Household Member	Gross Annual Income	Notice of Assessment Provided		
		2022	2023	2024
1.	\$			
2.	\$			
3.	\$			
4.	\$			
5.	\$			
Total Gross Income	\$			
REQUIRED: <input type="checkbox"/> Canada Revenue Agency Notice of Assessments Replacement copies can be requested at 1-800-959-8281				

Have you secured pre-approval for a mortgage <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the amount of pre-approval: \$
Name of Lender or Bank:
REQUIRED: <input type="checkbox"/> Letter or documentation from lending institution confirming mortgage pre-approval or eligibility.

SECTION IV INFORMATION PERTAINING TO THE HOME PURCHASE

Please note that the maximum household purchase price is \$ 468,243.00 (under review by the province)

**** Complete this section only if you have an accepted offer on a home for purchase. ****

Have you signed an Offer to Purchase a home ☐ Yes ☐ No

If yes, please complete the next section in as much detail as possible

Address of Property: Street Number and Street Name, Unit/Apt. #		City/Town and Postal Code	
Type of Building			
Semi - Detached			
Townhouse			
Row House			
Condo			
Apartment			
Other			
Purchase Price \$			
What is the scheduled closing date?			
SECTION IV INFORMATION PERTAINING TO THE HOME PURCHASE			
Name & Address of Lawyer:			
Required: <input type="checkbox"/> Copy of signed Agreement of Purchase and Sale			
<input type="checkbox"/> (New) Tarion Home Warranty			
<input type="checkbox"/> (Re-sale) Home Inspection			

SECTION V DECLARATION AND CONSENT	
Declare and certify that the information provided and in support of this Application is true and correct to the best of my/our knowledge.	
Understand that the purpose of this Application is to allow Lanark County to determine eligibility for down payment assistance under the Ontario Priorities Housing Initiative (OPHI) Homeownership Program. Final confirmation of eligibility will be required after receipt of Agreement of Purchase and Sale, and prior to any down payment funds being provided.	
Will use the eligible home as our principal residence	
Have read the information about the program and understand the program rules and eligibility requirements	
Consent to the release of information to an authorized representative of the County of Lanark for the purpose of determining initial and ongoing eligibility for the Ontario Priorities Housing Initiative (OPHI) Homeownership Program	
Understand that this consent will apply to inquiries made relating to my/our initial and ongoing eligibility for the Homeownership Program	
Understand that inquiries may take the form of electronic data exchanges.	
Understand that eligibility will be dependent upon my attendance at a Homeownership information session	
Name of Applicant	
Signature of Applicant	Date
Name of Co-Applicant	
Signature of Co-Applicant	Date
Name of Witness	
Signature of Witness	Date

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56 ("MFIPPA"); the Housing Development Act, R.S.O. 1990, c. H.18 ("HDA"); the Ministry of Municipal Affairs and Housing Act, R.S.O. 1990, c. M.30 ("MMAHA"); the Ontario Housing Corporation Act, R.S.O. 1990, c. O.21 ("OHCA"); and the Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5 ("PIPEDA"). The personal information will be used to determine the eligibility for the Affordable Housing Program. Personal information may be disclosed to Local Housing Corporations, the Ministry of Municipal Affairs and Housing and other municipal/provincial and federal departments and agencies (collectively "third parties") who assist in the provision of affordable housing.

The Service Manager represent and warrant that: (a) they shall preserve the PIPEDA compliance of all PIPEDA protected information transferred to them by third parties; (b) they shall ensure the PIPEDA compliance of all PIPEDA protected information collected by them in the course of performing their contractual obligations; and (c) they shall ensure the PIPEDA compliance of all PIPEDA protected information that he/they transfer to third parties.

Questions about the collection and disclosure of personal information should be directed to the Clerk, County of Lanark, Administration Building, 99 Christie Lake Road, Perth, ON K7H 3C6. 613-267-4200.