

Freedom of Information and Protection of Privacy

Personal information on this form is collected under section 32(1)(g) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. F-15-01, and will be used for assessing your application for credit under the Down Payment Assistance Program. If you have any questions about this collection of personal information, you may contact Finance PEI, 94 Euston Street, 2nd Floor, Charlottetown, PE C1A 7M8, (902) 368-6200, financepei@gov.pe.ca.

1	APPLICANT INFORMATION			Please complete ALL details in this section; incomplete applications will not be processed		
Applicant:	_____ (Surname)	_____ (First Name)	_____ (Second Name)	Marital Status: _____		
	Date of Birth: _____ / _____ / _____ (dd/mmm/yyyy)	Social Insurance Number: _____ - _____ - _____				
Co-Applicant:	_____ (Surname)	_____ (First Name)	_____ (Second Name)	Marital Status: _____		
	Date of Birth: _____ / _____ / _____ (dd/mmm/yyyy)	Social Insurance Number: _____ - _____ - _____				
Current Address:	_____ (Civic Address & Apartment #)		_____ (P.O. Box)			
	_____ (City/Town)		_____ (Province)	_____ (Postal Code)		
Telephone:	_____ (Home)	_____ (Work)	_____ (Mobile)			
Email Address:	_____					
	I /We confirm that this is a first home purchase, and that I/We do not have the financial ability to pay 5% of the purchase price without the assistance of the program. Please complete the attached declaration.					

2	INCOME INFORMATION					
		Projected Total Income for <u>This Year</u>			Actual Total Income for the <u>Previous Year</u>¹	
	Applicant	\$			\$	
	Co-Applicant	\$			\$	
	Total Household Income	\$			\$	
	Note ¹ : Total Income as per line 150 from your Canada Revenue Agency "Notice of Assessment" for the previous taxation year (2017)					

3	FINANCIAL INSTITUTION CONTACT INFORMATION		
If you have been Pre-Approved for an insured first mortgage loan, please provide the name of the financial institution and the name, phone number and email address for the person handing your file:			
Name & Address of Mortgage Lender / Financial Institution:		_____	
Contact's Name:	_____	Contact's Telephone:	_____
Contact's email address:	_____		

4	SUPPORTING DOCUMENT CHECKLIST
The following information will be required to support your application:	
	<p>Each Applicant is to provide the following for the Previous Taxation Year:</p> <ul style="list-style-type: none"> – Your Notice of Assessment from the Canada Revenue Agency (CRA) ; <p style="text-align: center;">Or,</p> <ul style="list-style-type: none"> – Your Proof of Income Statement (Option “C” Print Report) from CRA (You can find information on how to obtain a Proof of Income Statement here (Option “C” Print Report), or you may call the Canada Revenue Agency at 1-800-959-8281).
	A signed declaration showing no previous home ownership and need for down payment assistance from the program (a Commissioner of Oaths is available at Finance PEI and can sign your declaration free of charge).
	A copy of each applicant’s Birth Certificate or Canadian Passport (to evidence Canadian citizenship).
	A written verification of employment confirming your date of hire, position, annual income for 2018, employment status: Full Time, Part Time, Casual, Seasonal, Term and the probability for future or continued employment.
	A copy of your Pre-Approval for an insured first mortgage loan. (This document can follow later if you have not yet been Pre-Approved for an insured first mortgage loan).
	A copy of the Agreement for Purchase and Sale for the home. (This document can follow later if you have not yet entered into an Agreement for Purchase and Sale for a home).

5	CERTIFICATION AND AUTHORIZATION
	<ol style="list-style-type: none"> 1) I/We declare the above information provided in this application to be complete and true. 2) I/We understand that the information provided in this application is being collected for the express purpose of obtaining financial assistance from Finance PEI under this program. This information will only be disclosed to those employees of Finance PEI who need the information to carry out the responsibilities of their job and to other organizations that may need to be contacted in order to process the application. 3) I/We hereby grant Finance PEI, or its agents, permission to carry out necessary inquiries for the purpose of determining my/our income, assets, liabilities and credit information from any sources to which it may apply, and each such source is hereby authorized to provide Finance PEI with such information. 4) I/We authorize Finance PEI to investigate any I/ all of the statements made herein, being fully aware that discovery of any false statements will cancel this application. I/We further agree that such action by Finance PEI will be without penalty or liability for damages. 5) I/We understand that this application does not constitute an agreement by Finance PEI or its representatives to provide down payment assistance. 6) I/We further acknowledge the right of Finance PEI or its agent(s), at any time prior to the execution and delivery to me/us for assistance hereby applied for, to withdraw, revoke, or cancel, without penalty or liability for damages or otherwise, any acceptance or approval of this application made or given.
	<p>_____</p> <p>(Applicant’s Signature)</p>
	<p>_____</p> <p>(Co-Applicant’s Signature)</p>
	<p>_____</p> <p>(dd/mm/yyyy)</p>

6	SUBMIT COMPLETED & SIGNED APPLICATION AND SUPPORTING DOCUMENTS TO
	<p>Down Payment Assistance Program Finance PEI 94 Euston Street, 2nd Floor PO Box 1176 Charlottetown, PE C1A 7M8</p> <p>Telephone: (902)368-6200; Email: financepei@gov.pe.ca</p>

DECLARATION – DOWN PAYMENT ASSISTANCE PROGRAM

I/WE, _____, of _____,
(Applicant's Name, and Co-Applicant's Name, if applicable) (City / Town)

in the County of _____, in the Province of Prince Edward Island,

MAKE OATH AND SAY AS FOLLOWS:

1. THAT I/we have not previously held a registered interest in real property, anywhere in the world, that constituted a principal residence;
2. THAT I/we do not have the financial ability to pay five percent (5%) of the purchase price without the assistance of the Down Payment Assistance Program; and
3. THAT I/we intend to occupy or use the real property as my/our principal residence as defined in the PEI *Real Property Transfer Tax Act*.

SEVERALLY SWORN before me at)
_____, in)
_____ County, in the)
Province of Prince Edward Island,)
This ____ day of _____,)
2018.)

_____)
A notary public or a commissioner for)
Taking affidavits in the Supreme Court)
or a notary public in and for the)
Province of Prince Edward Island)

(Applicant's Signature)

(Co-Applicant's Signature)