

Home Ownership Program

Financial Assistance Application Form

October 2010

The program

This program provides financial assistance to buyers for the purchase of certain types of residential units in Montréal; buyers must occupy the property as their principal residence. This program is funded jointly by the government of Québec and Ville de Montréal under the *Rénovation Québec* program.

Two types of first-time buyers are eligible for financial assistance:

- Buyers who have not owned a residential property in Québec over the last five years and who purchase a new residential property whose total purchase price, including taxes and extras, does not exceed the following amounts:

NEW PROPERTY	
Type of household	Maximum eligible purchase price ¹
Household without children	\$200,000
Household without children consisting of two people buying the property together	\$235,000
Household with at least one child	\$265,000
	\$310,000 for a "family housing unit" ²

¹ Including taxes and extras. The maximum eligible purchase price is increased by \$2,500 when the unit is certified under the energy efficiency Novoclimat program or by \$5,000 when the unit has a LEED certification.

² A "family housing unit" is defined as a new residential unit that includes at least five rooms, at least three of which are bedrooms, and has a minimum floor area of 96 m² (1,033 ft²) as per the certificate of location.

- Buyers who have not owned a residential property in Québec over the last five years and who purchase an existing exclusively residential building that includes two or three above-ground dwelling units, of which at least one is a rental unit, and whose total purchase price does not exceed the following amounts:

EXISTING RESIDENTIAL BUILDING	
Type of household	Maximum eligible purchase price
Household without children	Duplex: \$400,000
	Triplex: \$450,000
Household with at least one child	Duplex: \$400,000
	Triplex: \$450,000

Households with children who take advantage of this program are eligible to receive six months of free public transit access, for one person in the household, on purchase of a one-year OPUS full-fare pass. These families will also receive two free Accès Montréal cards. Terms and conditions to qualify for these benefits will be explained when the application for financial assistance is approved.

To be considered as a household with children, the household must include at least one child who is less than 18 years of age on the date of the purchase or who will be born or adopted within six months of that date; in addition, the child must live with the applicant at least 40% of the time.

For the purpose of this program, the date of purchase is the date of registration in the Land register.

How to complete the application form

Important: If you have on hand a printed version of the application form, validate the date appearing in its heading with the online version provided on the Ville de Montréal website (habitermontreal.qc.ca under the headings Financial Assistance, Home Ownership and Forms).

To apply for financial assistance, you must:

1. Check if you meet the eligibility criteria listed at the beginning of either part 2 or 3, depending on the type of property that you are purchasing.
2. Complete all parts of this form corresponding to one of the household types mentioned above by following the instructions found in each section.
3. Sign the form (all the buyers listed in the deed of sale or offer-to-purchase must sign).
4. Enclose with your application all the documents listed for your household type, including the section reserved for the contractor, if applicable.
5. Supply, if applicable, a mandate authorizing one of the owners or a third party to act on behalf of all the owners during the processing of the application.
6. Send the form and required documents to your borough office, Accès Montréal office or to the *Direction de l'habitation* of the Ville de Montréal, 303, rue Notre-Dame Est, 4th floor, Montréal (Québec) H2Y 3Y8.

Parts to be completed

If you purchased a new residential unit, complete parts 1, 2 and 4 of this form.

If you purchased an existing residential building, complete parts 1, 3 and 4 of this form.

Please take note that an incomplete form will delay the processing of your application.

Maximum time limit to submit an application

Application submitted on the basis of	Maximum time limit to submit an application	Maximum time limit to sign the deed of sale	Maximum time limit to provide required documents
An offer-to-purchase	As long as the program is in force	18 months following the signature of the offer-to-purchase	6 months following the signature of the deed of sale
A deed of sale	6 months from the publication of the deed of sale, as long the program is in force	n/a	6 months following approval of the application

What are the owner's obligations?

The applicant who is purchasing a new residential unit must commit to remain the owner-occupant of the property and occupy it as his/her principal residence for at least three years from the date of purchase. A notary of the applicant's choice must notarize and record this requirement in the Land register. Notaries may charge a fee for this service. Owners who fail to comply with these obligations will be required to reimburse part or all of the financial assistance. This provision does not apply if the owner sells this residential property within three years of purchase but buys another residential property in Montréal.

The applicant who is purchasing an existing residential building with two or three dwelling units must commit not to convert the building into a divided co-ownership for at least three years after the financial assistance has been granted. Owners who fail to comply with these obligations will be required to reimburse part or all of the financial assistance.

This document summarizes the *By-law concerning subsidies for home ownership* [03-168]. Other conditions may apply.

Unless otherwise specified, please circle the number corresponding to your answer.

Identification of the residential unit or building

1.1 Indicate the address of the residential unit or building for which the application is submitted

No.	Street	Apt.	Postal Code
Borough			

1.2 Anticipated date of occupation

Year	Month	Day
------	-------	-----

Application type

1.3 Application submitted on the basis of:

- 1 An offer-to-purchase 2 A deed of sale

Applicant's identification

1.4 Fill in the name, current address and phone number of each of the owners whose name appears on the offer-to-purchase or deed of sale of the residential unit or building concerned.

Owner 1

<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Mr.	First name	Last name
No.	Street	Apt.	City	
Province	Postal code	Telephone (home)	Telephone (office)	

Owner 2

<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Mr.	First name	Last name
No.	Street	Apt.	City	
Province	Postal code	Telephone (home)	Telephone (office)	

1.5 More than two owners? 1 Yes 2 No

If so, indicate their name and address on the addendum at the end of the form.

1.6 Households with children who take advantage of this program are eligible to receive six months of free public transit access on purchase of a one-year OPUS full-fare pass (one free pass per household).

Would you like to take advantage of this offer? 1 Yes 2 No

1.7 Will all the owners occupy the residential unit or building as their primary residence?

1 Yes 2 No If not, how many will occupy it? _____

1.8 Before purchasing the residential unit or building for which the application is submitted, you and, if applicable, the second owner, were (When there are more than two owners, use page 16 to provide the required information):

Owner 1: 1 A tenant 3 Living with your parents
 2 A co-tenant Other, specify: _____

Owner 2: 1 A tenant 3 Living with your parents
 2 A co-tenant Other, specify: _____

1.9 Are you becoming an owner for the first time? (When there are more than two owners, use page 16 to provide the required information):

Owner 1: 1 Yes
 2 No, please specify the date of the registration of the sale of your last property in the Land register: _____

Owner 2: 1 Yes
 2 No, please specify the date of the registration of the sale of your last property in the Land register: _____

1.10 How did you hear about the Home Ownership Program?

- | | |
|--|---------------------------|
| 1 Reports (newspapers, radio, TV, etc.) | 7 Real estate agent |
| 2 Advertising (web, newspapers, Métrovision, etc.) | 8 Builder |
| 3 Ville de Montréal promotional document | 9 Seller (previous owner) |
| 4 Ville de Montréal Web site | 10 Notary |
| 5 Borough office or Accès Montréal office | Other, specify: _____ |
| 6 Relatives, friends | |

Information on the occupants of the residential unit or building

This section will help those responsible for housing programs acquire a better understanding of buyers' needs in Montréal and consequently, better adapt their initiatives to market realities. Ville de Montréal will handle this information in the most confidential manner.

1.11 Sex of the respondent 1 Female 2 Male

1.12 Mother tongue of the respondent 1 French 2 English 3 Other, specify: _____

1.13 How many people, including you, live or will be living in the residential unit that you will be occupying?

_____ adult(s)
_____ children under 18 years of age living with you 40 % of the time or more
_____ children under 18 years of age living with you less than 40 % of the time

1.14 How would you describe your household?

- 1 Person living alone
 - 2 Couple without children
 - 3 Couple with children: answer question 1.15
 - 4 Single-parent family: answer question 1.15
- Other, specify: _____

1.15 If you answered Couple with children or Single-parent family to question 1.14, specify the number of children living with you who are:

- _____ Under 5 years old:
- _____ 5 to 11 years old:
- _____ 12 to 17 years old:
- _____ 18 years old and over:

1.16 How old are you?

Respondent				Spouse – Co-owner			
1	Under 25	4	45 to 54 years old	1	Under 25	4	45 to 54 years old
2	25 to 34 years old	5	55 to 64 years old	2	25 to 34 years old	5	55 to 64 years old
3	35 to 44 years old	6	65 and over	3	35 to 44 years old	6	65 and over

1.16.1 Were you born in Canada?

Respondent				Spouse – Co-owner			
1	Yes			1	Yes		
2	No, but I have been living in Canada for 5 years or less			2	No, but I have been living in Canada for 5 years or less		
3	No, but I have been living in Canada for 6 to 10 years			3	No, but I have been living in Canada for 6 to 10 years		
4	No, but I have been living in Canada for 11 years or more			4	No, but I have been living in Canada for 11 years or more		

1.17 What is the highest level of studies that you have completed?

Respondent				Spouse – Co-owner			
1	Elementary			1	Elementary		
2	High school			2	High school		
3	Trade school diploma			3	Trade school diploma		
4	CEGEP or other non-university studies			4	CEGEP or other non-university studies		
5	University studies without a degree			5	University studies without a degree		
6	University studies with a degree			6	University studies with a degree		

1.18 What is your primary occupation?

Répondant				Conjoint – Copropriétaire			
1	Labourer	6	Professional	1	Labourer	6	Professional
2	Specialized worker	7	Unemployed	2	Specialized worker	7	Unemployed
3	Office worker	8	Student	3	Office worker	8	Student
4	Technician	9	Retired	4	Technician	9	Retired
5	Manager	10	Homemaker	5	Manager	10	Homemaker

1.19 What is the total pre-tax income of all the members of your household?*(Circle only one answer.)*

- | | | |
|------------------------|--------------------------|--------------------------|
| 1 \$40,000 or less | 5 \$60,001 to \$70,000 | 9 \$120,001 to \$150,000 |
| 2 \$40,001 to \$50,000 | 6 \$70,001 to \$80,000 | 10 Over \$150,000 |
| 3 \$50,001 to \$55,000 | 7 \$80,001 to \$100,000 | |
| 4 \$55,001 to \$60,000 | 8 \$100,001 to \$120,000 | |

1.20 Among the following, which factor was the most determining in your decision to purchase a property at this point in time?*(Circle only one answer.)*

- 1 Low interest rates
- 2 The Home Ownership Program
- 3 Changes in my personal or financial situation
- 4 The difficulty in finding affordable rental housing

1.21 Prior to living in the residential unit or building for which the application is submitted, where did you live?

Postal code: _____

- 1 Montréal, in the same borough
 - 2 Montréal, in another borough
 - 3 Laval
 - 4 North Shore (Repentigny, Terrebonne, Boisbriand, etc.)
 - 5 South Shore (Longueuil, Varennes, Châteauguay, etc.)
- Other, specify: _____

1.22 Were you familiar with the neighbourhood where you bought your property?

- | | |
|--------------|--------------|
| 1 Not at all | 3 Quite well |
| 2 Somewhat | 4 Very well |

1.23 What was the most determining factor in your decision to buy a property in Montréal?

1.24 Your down payment came mainly from:*(Circle only one answer.)*

- | | |
|--------------------------------|---|
| 1 RRSP (HBP Program) | 4 One-time income (inheritance, lottery) |
| 2 Other personal savings | 5 Home Ownership Program |
| 3 Loan or gift from a relative | 6 Personal loan not related to the Home Ownership Program |

1.25 Which of the following statements best describes your situation?*(Circle only one answer.)*

- 1 The Home Ownership Program prompted me to buy in Montréal instead of buying off the Island of Montréal.
- 2 The Home Ownership Program gave me the financial leeway that I needed to buy in Montréal.
- 3 I would have bought in Montréal anyway.

1.26 How many cars does your household own?

0 None 1 One 2 Two 3 Three or more

1.27 What will be your usual mode of transportation between the property for which the application is submitted and your place of work?

	Respondent	Spouse – co-owner
Car	1	1
Public transit	2	2
Bicycle	3	3
Walking	4	4
N/A	5	5

1.28 What is (or will be) your commute time between the property for which the application is submitted and your place of work (usual mode of transportation)?

	Respondent	Spouse – co-owner
Less than 15 minutes	1	1
Approximately 15 minutes	2	2
Approximately 30 minutes	3	3
Approximately 45 minutes	4	4
1 hour and more	5	5
N/A	6	6

- If this is an application concerning a new residential unit: go to Part 2.
- If this is an application concerning an existing residential building: go to Part 3.

Only buyers of a new residential unit should complete this part

Financial assistance eligibility conditions

1. The buyer is a physical person.
2. The buyer must prove that he/she has not owned a residential property in Québec during the five years preceding the purchase. This five-year period is based on the dates when the sale of the previous property and the purchase of the new one were recorded in the Land register.
3. The property is new and has not been occupied before it was purchased, except by the applicant and only for a maximum of 12 months prior to the purchase.
4. The purchase price including taxes and extras cannot exceed the following amounts:

NEW PROPERTY	
Type of household	Maximum eligible purchase price
Household without children	\$200,000
Household without children consisting of two people buying the property together	\$235,000
Household with at least one child	\$265,000
	\$310,000 for a "family housing unit"

5. At least one of the applicants must commit to occupy the property as his/her principal residence for at least three years from the date of purchase.
6. The property must be registered under a warranty program for new homes provided by a recognised builders' association;

Parts to be completed

To apply for the program, you must complete parts 1, 2 and 4 of this form.
You must enclose with your completed form all the documents listed at the end of this part.

Identification of the property for which the application is submitted

2.1 What type of property did you buy or will you be buying?

- 1 Detached or semi-detached single-family home, or single-family row house
- 2 Residential unit in an apartment building with 3 floors or less (above ground)
- 3 Residential unit in an apartment building with 4 to 6 floors
- 4 Residential unit in an apartment building with 7 floors or more

2.1.1 If you answered 2, 3, or 4 to question 2.1, where is your residential unit located in the building?

4	4th floor or above
3	3rd floor
2	2nd floor
1	Ground (1st) floor
0	Basement or semi-basement

2.2 Is your residential unit a divided co-ownership (condominium)?

- 1 Yes 2 No

2.3 If so, what are the monthly co-ownership fees?

- 1 Less than \$50
 2 \$50 to \$75
 3 \$76 to \$100
 4 \$101 to \$150
 5 \$151 and up

2.4 Have you purchased one or more parking spaces?

- 1 Yes How many? _____ Interior: _____ Exterior: _____
 2 No

**2.5 What is the floor area of your residential unit, as per your certificate of location? _____ ft² ou
 _____ m²****2.6 How many rooms are there in your residential unit?**

- 1 One (or it is a loft)
 2 Two
 3 Three
 4 Four
 5 Five
 6 Six or more

2.6.1 How many bedrooms are there in your residential unit?

- 0 None (it is a loft)
 1 One
 2 Two
 3 Three
 4 Four or more

2.7 Which of the following statements best describes your situation? (Circle only one answer.)

- 1 Without the Home Ownership Program, I could not have bought a property.
 2 With the Home Ownership Program, I was able to buy sooner than I expected.
 3 The Home Ownership Program did not play a significant part in my decision to buy.

2.8 Without the Home Ownership Program, would you have bought a newly built property?

- 1 Yes 2 No

2.9 The financial assistance (subsidy and real estate transfer tax refund) you will be receiving under the Home Ownership Program will mainly help you to: (Circle only one answer.)

- 1 Reimburse a loan needed for the minimum down payment required by lending institutions
 2 Reduce your mortgage loan
 3 Pay the expenses related to the purchase of your property (move, notary, etc.)
 4 Purchase furnitures, appliances, decoration items, etc.

Other, specify: _____

2.10 Is the residential unit you are purchasing part of the AccèsCondos program offered by the Société d'habitation et de développement de Montréal (SHDM)?

1 Yes 2 No

If you answered Yes, please answer the following two questions. If you answered No, please sign the Declaration of applicant and co-owners below.

2.11 What is your MAIN reason for choosing an AccèsCondos residential unit?

2.12 Had you not been able to combine the benefits of the AccèsCondos program and the Home Ownership financial assistance program, would you have bought a new property in Montréal?

1 Yes 2 No

Declaration of applicant and co-owners

I (we) certify that the information given above is true and complete. I (we) acknowledge that any amount paid under the program, based on false or incomplete information on my (our) part, must be reimbursed to Ville de Montréal. In such an event, I (we) understand that I (we) will lose all my (our) entitlements to the program. I (we) authorize Ville de Montréal to make any necessary verifications when reviewing this application or processing my (our) file under the terms of the program, and to request any document that may be required for such a purpose. I (we) solemnly swear that this declaration is true and I (we) understand that it has the same value as if it were made under oath, in accordance with the Canada Evidence Act.

Signature of applicant

Year Month Day

Signature of co-owners

3.8 The financial assistance you will be receiving under the Home Ownership Program will MAINLY help you to:
(Circle only one answer)

- 1 Reimburse a loan needed for the minimum down payment required by lending institutions;
 - 2 Reduce your mortgage loan;
 - 3 Pay the expenses related to the purchase of your property (move, notary, etc.);
 - 4 Purchase furnitures, appliances, decoration items, etc.;
 - 5 Undertake renovations.
- Other, specify: _____

3.9 Which statement best describes your decision to purchase a plex? (Circle only one answer.)

- 1 The rents will help me finance my mortgage: for me, it's an advantageous way of becoming a homeowner.
- 2 For me, it's a medium-term investment.
- 3 I like the plex concept (access to a yard, private entrance, storage space, etc.).
- 4 I purchased this plex to house members of my family in the rental dwelling unit(s) (intergenerational).

3.10 Which of the following statements best describes your situation? (Circle only one answer.)

- 1 The Home Ownership Program influenced my decision to buy a property.
 - 2 With the Home Ownership Program, I was able to buy a property sooner than I expected.
 - 3 The Home Ownership Program influenced my decision to buy an income property.
 - 4 The Home Ownership Program did not play any part in my decision to buy.
- Other, specify: _____

3.11 Will you be undertaking major renovation work in the next 12 months?

- 1 Yes, please answer question 3.11.1
- 2 No
- 3 Don't know

3.11.1 Why are you planning to undertake renovation work?

- 1 Because the property is in need of some urgent work;
 - 2 To modernize my dwelling unit;
 - 3 To improve the rental dwelling unit(s);
 - 4 To increase the energy efficiency of my building or my dwelling unit.
- Other, specify: _____

Declaration of applicant and co-owners

I (we) certify that the information given above is true and complete. I (we) acknowledge that any amount paid under the program, based on false or incomplete information on my (our) part, must be reimbursed to the Ville de Montréal. In such an event, I (we) understand that I (we) will lose all my (our) entitlements to the program. I (we) authorize the Ville de Montréal to make any necessary verifications when reviewing this application or processing my (our) file under the terms of the program, and to request any document that may be required for such a purpose. I (we) solemnly swear that this declaration is true and I (we) understand that it has the same value as if it were made under oath, in accordance with the Canada Evidence Act.

Signature of applicant	Year	Month	Day

Signature of co-owners

Part 3

Buyer of an existing residential building with two or three dwelling units only (cont'd)

Please remember to complete part 4 of this form with a person empowered under the law to receive solemn declarations and to enclose the following documents when sending in the application:

If the application is made on the basis of an offer to purchase

- Copy of the offer to purchase accepted by the vendor (signed and dated)

If the application is made on the basis of a deed of sale

- Copy of the deed of sale
-

For all applications

- Solemn declaration of non-ownership by all applicants (part 4);
- Copy of lease or other document proving that the applicant(s) was (were) not the owner(s) of the dwelling unit that he/she occupied.
- Proof of occupancy of the residential building.

If applicable

- Birth or adoption certificate of one of the children under 18 years of age issued by the Registrar of Civil Status;
 - Mandate authorizing a person to act on behalf of the applicant or of all the owners of the residential building.
-

IMPORTANT: Photocopy this page as needed for all the owners of the new residential unit or the residential building for which the application is submitted.

I, the undersigned, _____
Name of declarant

domiciled at _____

do solemnly declare that:

1. I am acquainted with the Ville de Montréal Home Ownership Program.
2. I am aware that the financial assistance offered under the Home Ownership Program is granted only to people who have not owned an apartment or a residential building with at least one dwelling unit in Québec during the last five (5) years.
3. I hereby certify that I have not owned or co-owned a divided or undivided co-ownership apartment or a residential building with at least one dwelling unit in Québec during the last five years.
4. I purchased the building or residential unit that is the subject of the application for the amount of \$ _____
(including taxes) and, if applicable, the parking space for the amount of \$ _____
(including taxes).

I sign in _____, on this _____ day of _____

Two thousand and _____

Signature of declarant

Solemnly declared before me,

In _____, on this _____ day of _____ Two thousand
and _____.

Name and address of person empowered under the law to receive solemn declarations (notary or commissioner for oaths)

Signature of notary or commissioner for oaths

Notary code number from the Chambre des notaires du Québec

* This declaration must be made before a person empowered under the law to receive solemn declarations.

When there are more than two owners for a residential unit or building, use this page to provide the required information.

1.4 (Cont'd) Fill in the name, current address and phone number of each of the owners whose name appears on the offer-to-purchase or deed of sale of the new residential unit or residential building concerned.

Owner 3

<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Mr.	First name	Last name
<hr/>				
No.	Street	Apt .	City	
<hr/>				
Province	Postal code	Telephone (home)	Telephone (office)	
<hr/>				

Owner 4

<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Mr.	First name	Last name
<hr/>				
No.	Street	Apt .	City	
<hr/>				
Province	Postal code	Telephone (home)	Telephone (office)	
<hr/>				

Owner 5

<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Mr.	First name	Last name
<hr/>				
No.	Street	Apt .	City	
<hr/>				
Province	Postal code	Telephone (home)	Telephone (office)	
<hr/>				

1.8 (Cont'd) Before purchasing the residential unit or building for which the application is submitted, each one of you was:

Owner 3 :	1 A tenant	3 Living with your parents	
	2 A co-tenant	Other, specify: _____	
Owner 4 :	1 A tenant	3 Living with your parents	
	2 A co-tenant	Other, specify: _____	
Owner 5 :	1 A tenant	3 Living with your parents	
	2 A co-tenant	Other, specify: _____	

1.9 (Cont'd) Are you becoming an owner for the first time?

Owner 3	1 Yes	2 No, please specify the date of the registration of the sale of your last property in the Land register: _____	
Owner 4	1 Yes	2 No, please specify the date of the registration of the sale of your last property in the Land register: _____	
Owner 5	1 Yes	2 No, please specify the date of the registration of the sale of your last property in the Land register: _____	