

Home Ownership program
Renovation Québec Program
Financial Assistance Application Form
January 2018

If you need help to fill out this application form, please contact the Direction de l'habitation (Housing Department) at 514 872-4630

www.ville.montreal.qc.ca/housing

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.

Two types of buyers are eligible for financial assistance:

1. Buyers who have not owned a residential property in Québec over the last 5 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 ²
First-time buyers (residential property)⁴	
Households without children (a single buyer)	\$200,000
Households without children (more than one buyer) ¹	\$250,000
Households with at least one child under 18	\$280,000
	\$360,000 For a "family housing unit" ³
Experienced buyers⁵	
Households with at least one child under 18	\$360,000 For a "family housing unit" ³

¹ At least two of the buyers must occupy the residential unit as their principal residence.

² 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. The purchase price, if it includes a parking space which is identified in the same deed of sale as the residential unit, will be reduced by the price of the parking space as declared by the developer. The price of the parking space must not exceed the market value of a parking space.

³ A "family housing unit" is defined as a new residential unit that includes at least 5 rooms of which at least 3 are closed bedrooms with a window. The lump sum amount varies depending on the habitable floor area as attested by the certificate of location. Please note that the habitable floor area shown on the certificate of location may be as much as 15% less than the gross floor area, the measure which is generally used by developers.

⁴ A first-time buyer is a person who has not owned a residential unit in Québec in the 5 years preceding the purchase of the property for which financial assistance is requested.

⁵ An experienced buyer is a person who currently owns a residential unit in Québec or has owned one in the 5 years preceding the purchase of the property for which financial assistance is requested.

General information (cont'd)

2. Buyers who have not owned a residential property in Québec in the last 5 years and who purchase an existing, exclusively residential building that includes 2 or 3 above-ground dwelling units, with at least one of them being offered for rent on the date that the financial assistance is paid, and whose total purchase price does not exceed the following amounts:

EXISTING RESIDENTIAL BUILDING	
Type of household	Maximum eligible purchase price
First-time buyers (residential property)¹	
Households with at least one child under 18	Building with 1 above-ground dwelling unit (single-family house): \$450,000
	Building with 2 above-ground dwelling units: \$475,000
	Building with 3 above-ground dwelling units: \$490,000

¹ A first-time buyer is a person who has not owned a residential unit in Québec in the 5 years preceding the purchase of the property for which financial assistance is requested.

Households with children who take advantage of this program are eligible to receive six months of free public transit, for one person in the household, on purchase of a one-year OPUS full-fare pass. These families will also receive 2 free Accès Montréal cards. Terms and conditions to qualify for these benefits will be explained when the application for financial assistance is approved. In addition, some of the eligibility criteria for the Renovation *à la carte* and Major Residential Renovation programs have been simplified, under certain conditions, for beneficiaries who receive financial assistance for the purchase of an existing residential building.

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 9 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 web site (ville.montreal.qc.ca/housing).

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 of this form, depending on the type of property that you are purchasing.
2. Complete all parts of this form relevant to the purchase of either a new or an existing property by following the instructions found in each section.
3. Sign the form (all the buyers listed on the deed of sale or offer-to-purchase must sign).
4. Enclose with your application all the documents listed on page 20 or 21 of this form depending on whether your application is based on an offer-to-purchase or a deed of sale.
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. Submit all of the documents, within the prescribed delays (see following table) in person, by mail, or by fax (514 872-3883) to Direction de l'habitation (Housing Department) Ville de Montréal (303, rue Notre-Dame Est, 4th floor, Montréal, H2Y 3Y8). You may also submit your application for financial assistance in person at your local borough office or at an Accès Montréal office.

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

Maximum time limit to submit an application and supply required documents

Application submitted on the basis of	Maximum time limit to submit an application	Maximum time limit to provide required documents
An offer-to-purchase (preliminary contract)	At the earliest, 18 months before the anticipated date of the signature of the deed of sale and at the latest, 1 day before the signature of the deed of sale, as long as the program is still in force.	6 months following the signature of the deed of sale
A deed of sale	At the latest, 6 months following the date the transaction is recorded in the Land register, as long as the program is still in force.	6 months following approval of the application

Important information: applications for financial assistance received more than 6 months after the date the transaction is recorded in the Land registry will be refused. The date the application is received at the Direction de l'habitation, at an Accès Montréal office or at a borough office will be deemed as the date on which the application for financial assistance was submitted. The applicant is responsible for ensuring that his / her application reaches la Direction de l'habitation. If an application is submitted in person, applicants should request an acknowledgement of receipt. For mail applications, it is recommended to keep a proof of postage.

What are the owner's obligations?

The beneficiary of the financial assistance must commit to remain the owner of the new residential property for at least 3 years from the date of purchase and occupy it as his/her principal residence. In addition, the beneficiary of financial assistance for the acquisition of an existing residential building with 2 or 3 above-ground dwelling units must commit not to convert the building into a divided co-ownership for at least 3 years after the financial assistance has been granted. A notary, chosen by the beneficiary, must prepare and register these obligations in the Land register. Fees may be charged by the notary. Beneficiaries who fail to comply with their obligations will be required to reimburse part or all of the financial assistance. This provision does not apply if the beneficiary sells the residential property for which financial assistance was paid within 3 years of its purchase and acquires—and resides in—another property in Montréal as his/her principal residence within one month of the sale of this property.

This document summarizes the By-law concerning municipal subsidies for homeownership [14-035].

Other conditions may apply. The financial assistance provided in this program is jointly funded by the Société d'habitation du Québec (SHQ) and the Ville de Montréal. For details on other financial assistance programs, please refer to the documents available in borough offices or consult ville.montreal.qc.ca/housing. The version of the program terms and conditions found on the ville.montreal.qc.ca/housing web site is the most up-to-date. In case of discrepancy between the version on the web site and another version, whether electronic or printed, the version on the web site will prevail. Furthermore, in case of discrepancy between the present document, the web site or the By-law concerning municipal subsidies for homeownership [14-035], the by-law will prevail.



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

Identification of the residential unit or building

1.1 Write down the address of the new residential unit or existing residential building for which the application is submitted

No. Street Apt. Postal Code

Borough

Year Month Day

1.2 Anticipated date of occupation _____

Application type

1.3 Application submitted on the basis of:

- 1 An offer-to-purchase (preliminary contract)
- 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

Ms. Mrs. Mr. First name Last name

No. Street Apt. City

Province Postal code Telephone (home) Telephone (office)

Email address

Owner 2

Ms. Mrs. Mr. First name Last name

No. Street Apt. City

Province Postal code Telephone (home) Telephone (office)

Email address

1.5 More than two owners? 1 Yes 2 No

If so, provide their name and address on the addendum (page 18).

1.6 Households with children who take advantage of this program are eligible to receive 6 months of free public transit on purchase of a one-year OPUS full-fare pass (one free pass per household). If you have children that are under 18 years of age, 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? _____
Name(s) of owner(s) who will occupy the unit or building: _____

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 18 to provide the required information):

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

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

1.9. Are you becoming a homeowner for the first time? (When there are more than two owners, use page 18 to provide the required information):

Owner 1: 1 Yes (go to question 1.10)
2 No

Owner 2: 1 Yes (go to question 1.10)
2 No

1.9.1. Please specify:

Owner 1: 1 You have already sold your property.
Registration date of the sale of your last property in the Land register: _____
2 You intend to sell your current property to buy the new one
3 You intend to keep your current property
4 Other (please specify): _____

Owner 2: 1 You have already sold your property.
Registration date of the sale of your last property in the Land register: _____
2 You intend to sell your current property to buy the new one
3 You intend to keep your current property
4 Other (please specify): _____

1.9.2. Please provide the address of the property and specify the type of property:

Owner 1: 1 Principal residence
2 Second home (cottage, vacation home)
3 Other (please specify): _____
Address of property: _____

Owner 2: 1 Principal residence
2 Second home (cottage, vacation home)
3 Other (please specify): _____
Address of property: _____

1.10 How did you hear about the Home Ownership program?

- | | |
|--|-----------------------------------|
| 1 Reports (newspapers, radio, TV, etc.) | 8 Builder |
| 2 Advertising (web, newspapers, Métrovision, etc.) | 9 Seller (previous owner) |
| 3 Ville de Montréal promotional document | 10 Notary |
| 4 Ville de Montréal Web site | 11 Neighbourhood discovery tours |
| 5 Borough office or Accès Montréal office | 12 Presentation given by the City |
| 6 Relatives, friends | Other, specify: _____ |
| 7 Real estate agent | |

Information on the occupants of the new residential unit or the existing residential 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: Please answer question 1.15
- 4 Single-parent family: Please 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

For questions 1.16 to 1.18, please thoroughly complete all the sections including those reserved for another occupant.

1.16 How old are you?

Respondent		Other occupant (spouse or co-owner only)	
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	Other occupant (spouse or co-owner only)
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	Other occupant (spouse or co-owner only)
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?

Respondent		Other occupant (spouse or co-owner only)	
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
- 5 The need for a larger home

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 The sale of your current property |
| 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

For questions 1.27 and 1.28, please thoroughly complete all of the sections including those reserved for another occupant.

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	Other occupant (spouse or co-owner only)
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	Other occupant (spouse or co-owner only)
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, including as a result of an inheritance, in Québec during the 5 years preceding the purchase. However, buyers who have owned a property in the last 5 years can still be eligible if they purchase a new, 3-bedroom family housing unit. 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 ²
First-time buyers (first residential property)⁴	
Households without children (a single buyer)	\$200,000
Households without children (more than one buyer) ¹	\$250,000
Households with at least one child under 18	\$280,000
	\$360,000 For a "family housing unit" ³
Experienced buyers⁵	
Households with at least one child under 18	\$360,000 For a "family housing unit" ³

¹ At least two of the buyers must occupy the residential unit as their principal residence.

² 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. The purchase price, if it includes a parking space which is identified in the same deed of sale as the residential unit, will be reduced by the price of the parking space as declared by the developer. The price of the parking space must not exceed the market value of a parking space.

³ A "family housing unit" is defined as a new residential unit that includes at least 5 rooms of which at least 3 are closed bedrooms with a window. The lump sum amount varies depending on the habitable floor area as attested by the certificate of location. Please note that the habitable floor area shown on the certificate of location may be as much as 15% less than the gross floor area, the measure which is generally used by developers.

⁴ A first-time buyer is a person who has not owned a residential unit in Québec in the 5 years preceding the purchase of the property for which financial assistance is requested.

⁵ An experienced buyer is a person who currently owns a residential unit in Québec or has owned one in the 5 years preceding the purchase of the property for which financial assistance is requested.

5. The beneficiary must commit to remain the owner of the residential unit for a period of 3 years from the date of purchase and occupy it as his / her principal residence.
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 and enclose with your completed form all the documents listed on page 20 or 21 of this form.

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 or _____ 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, that are closed and that each have a window, 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

2.8.1. As an experienced buyer who has bought a newly built, 3-bedroom property, would you have bought in Montréal without the program?

1 Yes 2 No

2.9 The financial assistance you will be receiving under the Home Ownership program will mainly help you to:

- 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 furniture, appliances, decor items, etc.

Other, specify: _____

2.10 Is the residential unit you are purchasing part of the Accès Condos 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 Accès Condos residential unit?

2.12 Had you not been able to combine the benefits of the Accès Condos 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 verification 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.

	Year	Month	Day
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Signature of applicant

Signature of co-owners

Please remember to complete part 4 of this form with a person empowered under the law to receive a solemn declaration. When the application is submitted, make sure to attach all of the documents listed on page 20 or 21 of this form depending on whether your application is based on an offer-to-purchase or a deed of sale.

Contractor's declaration

Name or company name _____

No. _____ Street _____ City _____ Province _____ Postal Code _____

Telephone _____

Number of the Ville de Montréal building permit application _____ Work completion date _____

I certify that the following applicant(s): _____

Purchased the following property:

1. Address of the residential unit: _____

2. Designated lot number of the residential unit: _____

For the amount of:

1. Residential unit (including "extras" such as storage locker): \$ _____ (taxes included)

2. Parking space (if applicable): \$ _____ (taxes included)

3. For a total of: \$ _____ (taxes included)

I certify that the purchase price provided for the property includes all "extras" including those acquired by the applicant(s) after the signing of the offer-to-purchase (preliminary contract), as well as any elements linked to the property which are included in a deed of sale which is separate and distinct from the deed of sale of the residential unit.

I certify that the value attributed to the parking space refers only to the parking space and does not include such extras as a storage locker, a terrace or other additions or modifications to the living space.

Warranty plan

1 APCHQ

- Garantie des maisons neuves
- Garantie Abrisat
- Garantie des immeubles résidentiels

2 ACQ

- Garantie ACQ
- Garantie Qualité-Habitation

3 APECQ

- Garantie Habitation des Maîtres bâtisseurs

4 GCR

- Garantie de construction résidentielle

Registration number of the residential unit _____

Novoclimat certificate

No. of certificate issued by the Bureau de l'efficacité et de l'innovation énergétiques du ministère des Ressources naturelles

LEED certification or registration for LEED

Certification awarded by the Canada Green Building Council Date: _____

Project registered with the Canada Green Building Council for certification Date: _____

Name of authorized representative _____ Year _____ Month _____ Day _____

Signature _____

Only buyers of an existing residential building with 1, 2 or 3 above-ground dwelling units should complete this part

Eligibility conditions

1. The buyer is a physical person.
2. The buyer must prove that he/she has not owned a residential property, including as a result of an inheritance, in Québec during the 5 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 existing residential building must include 1, 2 or 3 above-ground dwelling units; in the case of an existing building with 2 or 3 above-ground units, at least one of them must be offered for rent on the date that the financial assistance is paid.
4. The building must have been constructed or converted into a residential building for at least 10 years.
5. Except in the case of a building with a single above-ground unit (single-family house), the building must not be a divided co-ownership at the time of purchase and cannot be converted into a divided co-ownership for at least 3 years after the financial assistance has been approved. In addition, the owner cannot apply for such a conversion while the application for financial assistance is being processed.
6. The beneficiary must commit to remain the owner of the residential unit for a period of three years from the date of purchase and occupy it as his/her principal residence.
7. The maximum purchase price, including land and building, cannot exceed \$450,000 for an existing residential building with a single above-ground unit (single-family house), \$475,000 for an existing residential building with 2 above-ground dwelling units or \$490,000 for an existing residential building with 3 above-ground dwelling units.

Parts to be completed

To apply for the program, you must complete parts 1, 2 and 4 of this form and enclose with your completed form all the documents listed on page 20 or 21 of this form.

Questions related to the building

- 3.1 Total number of dwelling units in the building: Above-ground:** _____
Basement or semi-basement: _____
- 3.2 Which dwelling unit will you be occupying as the resident landlord?** _____
Dwelling unit number
- 1 The dwelling unit freed up by the previous landlord;
 - 2 A dwelling unit freed up by a tenant;
 - 3 The dwelling unit that I occupied as a tenant;
 - 4 A vacant dwelling unit.
- 3.2.1 (For buildings with 2 or more above-ground dwelling units) Are the members of your family (parents, children, etc.) living or will they be living in another dwelling unit in the building?**
 1 Yes 2 No, If yes, in which unit(s)? _____
- 3.3 Number of above-ground floors in the building** _____
- 3.4 What is the floor area of your dwelling unit?** _____ ft² or _____ m²
- 3.5 How many bedrooms are there in your dwelling unit?**
 1 One 2 Two 3 Three 4 Four or more
- 3.6 Do you have one or more private parking spaces?**
 1 Yes How many? _____ Interior: _____ Exterior: _____
 2 Non
- 3.7 Was the residential building you have just purchased your first choice?**
 1 Yes 2 No, please answer question 3.7.1
- 3.7.1 What compromise did you make? (Circle only one answer.)**
 1 An existing property instead of a new one
 2 An income property (plex) instead of a single-family home
 3 The neighbourhood
 Other, specify: _____

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 furniture, appliances, decoration items, etc.;
- 5 Undertake renovations.

Other, specify: _____

3.9 Which statement best describes your decision to purchase an existing residential building?
(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).
- 5 I wanted a single-family home.

Other, specify: _____

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

Please remember to complete part 4, for each owner, of this form with a person empowered under the law to receive a solemn declaration. When the application is submitted, make sure to attach all of the documents listed on page 20 or 21 of this form depending on whether your application is based on an offer-to-purchase or a deed of sale.

IMPORTANT: Photocopy this page as needed for all the owners of the new residential unit or the residential building for which the application is being submitted. In some Accès Montréal offices the services of a commissioner for oaths are available for a small fee.

I, the undersigned, _____
Name of declarant

domiciled at _____
Current address of declarant

do solemnly declare that:

1. I am acquainted with the Ville de Montréal Home Ownership program.
2. I am aware that it is my responsibility to ensure that this application for financial assistance was received by the Direction de l'habitation, a borough or an Access Montréal office within the delay prescribed by the program.
3. 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, except when the property is a new, 3-bedroom residential unit that meets all program requirements.
4. 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 (5) years. This requirement does not apply when the property is a new, 3-bedroom residential unit, except if the requestor submits an application as a first-time buyer.
5. I declare that the purchase price provided in the present declaration is the true price paid for this residential unit, including all "extras" and all elements linked to this property which are included in a separate deed of sale, as the case may be.
6. If I acquired a new residential unit, I declare to be aware of the consequences of making a false declaration regarding the provincial and federal tax rebates.
7. I have purchased the property for which this application is submitted for the amount of:
 - a. Residential unit (including extras such as a storage locker): \$_____ (taxes included)
 - b. Parking space (if applicable): \$_____ (taxes included)
 - c. For a total of: \$_____ (taxes included)

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)**Owner 3**

<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)	
Email address				

Owner 4

<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)	
Email address				

Owner 5

<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)	
Email address				

1.8 (Cont'd)

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

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

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

1.9 (cont'd) Are you becoming a homeowner for the first time?

Owner 3: 1 Yes (go to question 1.10)
 2 No

Owner 4: 1 Yes (go to question 1.10)
 2 No

Owner 5: 1 Yes (go to question 1.10)
 2 No

1.9.1. (cont'd) Please specify:

Owner 3: 1 You have already sold your property.
 Registration date of the sale of your last property in the Land register: _____
 2 You intend to sell your current property to buy the new one
 3 You intend to keep your current property
 4 Other (please specify): _____

Owner 4: 1 You have already sold your property.
 Registration date of the sale of your last property in the Land register: _____
 2 You intend to sell your current property to buy the new one
 3 You intend to keep your current property
 4 Other (please specify): _____

Owner 5: 1 You have already sold your property.
 Registration date of the sale of your last property in the Land register: _____
 2 You intend to sell your current property to buy the new one
 3 You intend to keep your current property
 4 Other (please specify): _____

1.9.2. (cont'd) Please provide the address of the property and specify the type of property:

Owner 3: 1 Principal residence
 2 Second home (cottage, vacation home)
 3 Other (please specify): _____
 Address of property: _____

Owner 4: 1 Principal residence
 2 Second home (cottage, vacation home)
 3 Other (please specify): _____
 Address of property: _____

Owner 5: 1 Principal residence
 2 Second home (cottage, vacation home)
 3 Other (please specify): _____
 Address of property: _____

List of documents to be submitted

Application submitted based on an offer-to-purchase

For an application for financial assistance based on an offer-to-purchase, the following documents must be included when the application is submitted:

Application form

- Part 1 completed
- Part 2 completed and signed (**new residential unit only**)
- Part 3 completed and signed (**existing residential building only**)
- Solemn declaration (part 4) completed, signed and sworn by a notary or a commissioner of oaths (**a solemn declaration is required for each applicant**)
- Contractor's declaration (part 2) completed and signed by the contractor (**new residential unit only**)
- Complete copy of the accepted offer-to-purchase (preliminary contract) including all appendices, signed and dated by the seller
- Floor plan provided by the developer at the signature of the offer-to-purchase (preliminary contract) showing the lay-out of the residential unit purchased by the applicant(s) (**new residential units only**)

If you are a tenant when you submit your application

- All the pages from a recent lease (**one for each applicant**)

AND

- A copy of your residential insurance policy for the current year showing the name(s), the address of the rental unit and an indication that the applicant(s) is (are) insured as tenant occupant(s), OR a recent and complete copy (less than 4 months) of a public utility bill (Hydro Québec, Gaz Métropolitain) showing the name(s) of the applicant(s) and the address of the rental unit (**one for each applicant**)

If you are living with your parents when you submit your application

- A letter from your parents confirming the address and the length of stay at this address (**one for each applicant**)

AND

- A copy of a recent and complete document (less than 4 months) showing the applicant's name and the address (bill from a credit card or mobile phone company, transcript from a learning institution) (**one for each applicant**)

If you are renting a room when you submit your application

- A letter from the owner confirming the address and the length of stay at this address (**one for each applicant**)

AND

- A copy of a recent and complete document (less than 4 months) showing the applicant's name and the address (bill from a credit card or mobile phone company, transcript from a learning institution) (**one for each applicant**)

Additional documents for applications submitted by households with children under 18

If the child is born

- Birth or adoption certificate for a child under 18 years old. A certificate which is not in English or French must be accompanied by a translation prepared by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ)

If the child is in joint custody

- A document confirming that the applicant has legal custody of the child for at least 40% of the time (court decision, letter signed by both parents or recent tax document from the Québec or Canadian government)

If the child is not yet born

- Document issued by a physician confirming the expected date of birth

Additional documents may be required once your application is under review

List of documents to be submitted

Application submitted based on a deed of sale

For an application for financial assistance based on a deed of sale, the following documents must be included when the application is submitted:

Application form

- Part 1 completed
- Part 2 completed and signed (**new residential unit only**)
- Part 3 completed and signed (**existing residential building only**)
- Solemn declaration (part 4) completed, signed and sworn by a notary or a commissioner of oaths (**a solemn declaration is required for each applicant**)
- Contractor's declaration (part 2) completed and signed (**new residential unit only**)
- Complete copy of the deed of sale
- Complete copy of the accepted offer-to-purchase (preliminary contract) including all appendices, signed and dated by the seller
- Floor plan provided by the developer at the signature of the offer-to-purchase (preliminary contract) showing the lay-out of the residential unit purchased by the applicant(s) (**new residential units only**)
- Copy of the certificate attesting that the residential unit is protected by a new home warranty program (**new residential unit only**)
- Proof of occupation of unit, such as a copy of your residential insurance policy showing the name(s) of the beneficiary(ies), the address and an indication that the applicant(s) is (are) insured as a resident-owner (co-owners)
- Certificate of location (**new residential unit, only for the category "family housing unit"**)

If you were a tenant before moving into the unit for which the application is submitted

- All the pages from a recent lease (**one for each applicant**)

AND

- A copy of your residential insurance policy showing the name(s), the address of the rental unit and an indication that the applicant(s) is (are) insured as tenant occupant(s), OR a recent and complete copy (less than 4 months) of a public utility bill (Hydro Québec, Gaz Métropolitain) showing the name(s) of the applicant(s) and the address of the rental unit (**one for each applicant**)

If you were living with your parents before moving into the unit for which the application is made

- A letter from your parents confirming the address and the length of stay at this address (**one for each applicant**)

AND

- A copy of a recent and complete document (less than 4 months) showing the applicant's name and the address (bill from a credit card or mobile phone company, transcript from a learning institution) (**one for each applicant**)

If you were renting a room before moving into the unit for which the application is made

- A letter from the owner confirming the address and the length of stay at this address (**one for each applicant**)

AND

- A copy of a recent and complete document (less than 4 months) showing the applicant's name and the address (bill from a credit card or mobile phone company, transcript from a learning institution) (**one for each applicant**)

Additional documents for applications submitted by households with children under 18

If the child is born

- Birth or adoption certificate for a child under 18 years old. A certificate which is not in English or French must be accompanied by a translation prepared by a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ)

If the child is in joint custody

- A document confirming that the applicant has legal custody of the child for at least 40% of the time (court decision, letter signed by both parents or recent tax document from the Québec or Canadian government)

If the child is not yet born

- Document issued by a physician confirming the expected date of birth

Additional documents may be required once your application is under review

