CANMORE COMMUNITY HOUSING

VITAL HOMES OWN ELIGIBILITY CRITERIA 2020/21

Eligibility Criteria at a Glance

1. Are you a Canadian Citizen or Permanent Resident?

2. Does one of the following three employment/residency categories apply to your circumstances?

   Canmore Permanent Employee: working or contracted to work a minimum average of 30 hours per week in Canmore for a Canmore licensed business for a minimum of six months.

   Canmore Employment & Residency: a Canmore resident for the past year AND currently employed (20+ hrs/week) OR self-employed in Canmore for at least six months OR a retiree with at least five years of Canmore work experience in the 10 years prior to retirement.

   Long Term Canmore Resident: Long-term Canmore resident, currently residing in Canmore and have been a resident for at least five cumulative years within the last 10 years.

3. Was your gross household income $140,400 or less in the previous tax year as reported on Line 15000 of your CRA Tax Notice of Assessment?

4. Excluding registered retirement and education savings plans, registered retirement income fund, pension plans and the value of one vehicle (lesser value of multiple vehicles), are your net household assets less than $136,650?

If you answered "yes" to each of the questions above, then you likely meet the eligibility criteria to purchase PAH, pending availability of homes and your ability to qualify for mortgage financing.

Contact our office with questions or to submit your application.

403.609.9983 | own@canmorehousing.ca | www.canmorehousing.ca

Document Checklist

Please use the checklist below to ensure all your documents are in order. All applications must include the items listed below the heading "All Applicants". Depending on what category you qualify under, please refer to the applicable section for the additional documents required for your application submission.

All Applicants

☐ Application completed in full

☐ 2 Pieces of ID (one with photo and one confirming legal status in Canada)

☐ 2019 Tax Notice of Assessment (must show line 15000)

☐ All supporting Asset documents (i.e.: statements or snapshots of bank accounts, investments, property tax assessments, vehicle registration, sources of down payment and others valuables)

☐ All supporting Liability documents (i.e.: statements or snapshots of credit card accounts, loans, leases, mortgages and other debts)

☐ Mortgage pre-qualification letter from lender

Canmore Permanent Employment

☐ Letter of Employment or Employment Contract

☐ 3 Most recent payslips

Canmore Employment and Residency

☐ **Employee**

- ☐ Letter of Employment or Employment Contract
- ☐ 3 Most recent payslips

OR

☐ **Self Employed**

- ☐ Business License
- ☐ Proof of Business Ownership
- ☐ Letter outlining your weekly hours spent working for the business

OR

☐ **Retiree**

- ☐ Proof of current Canmore Residency (Lease & Landlord Contact or Property Tax Assessment)
- ☐ Proof of past Canmore Residency (Lease & Landlord Contact or Property Tax Assessment)
- ☐ 3 years of T4 statements from a Canmore employer or Record of Employment (ROE) supporting 3 years of employment in Canmore.

Canmore Long Term Resident

☐ Proof of current Canmore Residency (Lease & Landlord Contact or Property Tax Assessment)

☐ Proof of past Canmore Residency (Lease & Landlord Contact or Property Tax Assessment)

Note: Please contact CCH for acceptable alternatives should any of the above documents not be available.

Steps to apply for the Vital Homes Own Program:

1. **Attend a Vital Homes Ownership Information Session.**

   CCH typically provides Ownership Information Sessions on the first Wednesday of every month from 12:10 p.m. to 12:50 p.m. at the CCH Office (600A 9th Street - above Parent Link / Canmore Seniors Drop-In Centre). Due to Covid19, these sessions are currently being held by Zoom. Please check the CCH homepage for the next session date, time, and location. **All attendees will receive a voucher equal to the $100 application fee.** Registration is required.

2. **Speak with a lender and request a mortgage pre-qualification letter.**

   CCH can provide you with a list of banks and mortgage brokers familiar with the Vital Homes Program. Talking to a lender will help you determine if you are financially ready to buy a home and what you need to do to achieve your homeownership goals. CCH encourages anyone looking to buy now or in the future to apply now to "Get on the List!"

3. **Complete the application form and gather your documents.**

   Every adult to be registered on title as owner must complete and sign the application form. Use a second form if more than two adults are applying. The eligibility criteria and supporting documentation required to apply are specified in each section of the application as well as on the Document Checklist on the following page. If your circumstances are unusual or if you are unsure about a particular section of the form, please call our office and we will be pleased to assist you. We recommend that you contact us with any questions in advance of submitting your application so if additional documentation is required, you have time to obtain it; incomplete applications will not be accepted.

4. **Reach out to CCH to submit your application.**
   During the COVID-19 Pandemic in order to best respect social protocols in place, CCH is accepting applications electronically. Please submit all of your documentation to own@canmorehousing.ca. Once your application has been received, the Own Administrator will be in contact with you to book an in person Zoom meeting to complete the application process. If you are unable to submit an application electronically please contact Erik Butenschon, Manager of Housing Programs at 403-609-9983 ext. 102, to make other arrangements.

5. **Get on the List!**

   CCH reviews all completed applications and verifies the information. Once you have been approved, CCH provides you with an approval letter and places you on the Vital Homes Own Waitlist. We will contact you when Vital Homes units become available for purchase.

CANMORE COMMUNITY HOUSING
T: 403.609.9983
E: own@canmorehousing.ca | W: www.canmorehousing.ca

CANMORE COMMUNITY HOUSING

VITAL HOMES MORTGAGE FINANCING & LEGAL RESOURCES

The lenders and lawyers below can provide you with independent advice for purchasing or selling a Vital Homes home. CCH does not act as an agent on your behalf in this process.

Lenders / Brokers for all CCH Vital Homes Properties: (listed in alphabetical order)			
Advanced Mortgage & Lending Solutions	Ian Watt Scott Thomson Trevor Yerema	(403) 828-3026 (403) 700-3495 (403) 466-6654	ian.watt@advancedmls.ca scott.thomson@advancedmls.ca trevor.yerema@advancedmls.ca
ATB Financial	Heather Fleger Lisa Palmer	(403) 609-6116 (403) 609-6440	hfleger@atb.com lpalmer@atb.com
Bow Valley Credit Union	Gord Smith Marla Schlachter Valerie Kriston	(403) 678-5549 (403) 678-5549 (403) 678-5549	gsmith@bowvalleycu.com mschlachter@bowvalleycu.com vkriston@bowvalleycu.com
Canmore Broker	Shannon Hendrikse	(403) 707-7485	shannon@camorebroker.com
Canmore Mortgage Solutions	Trisha Isaac	(403) 609-0155	trisha@trishaisaac.com
CML Mortgages	Garth Lyon	(403) 678-9988	garth.lyon@cmlmortgages.com
Jencor Mortgage Corporation	Miwa Wenninger	1-877-245-3636	miwa@jencormortgage.com
MortgageLine	Greg Foss	(403) 352-4183	greg@mymortgageline.ca

Lenders / Brokers for CCH Vital Homes at Hawks Bend and Spring Creek Only: (listed in alphabetical order)			
Bank of Montreal	Gavin McCaffrey Angela Baker	(403) 609-6040 (587) 896-7033	gavin.mccaffrey@bmo.com Angela.Baker@bmo.com
CIBC	Kim Boucher	(403) 609-6200	Kim.Boucher@cibc.com
Scotiabank	Tania Dube	(587) 229-4102	tania.dube@scotiabank.com

Lenders / Brokers for CCH Vital Homes at Hawks Bend Only:			
Royal Bank of Canada	Salimah Nanji	(403) 701-5798	salimah.nanji@rbc.com

Lawyers: (listed in alphabetical order)			
Grover Froese Law Office	Lisa Grover Rod Froese	(403) 678-4225 (403) 678-4225	lisa@groverfroese.ca rod@groverfroese.ca
Jamie Stewart Professional Corp.	Jamie Stewart	(403) 678-5823	jamiestewart@canmorelawyer.com
Perren Blackett Law	Don Blackett Janet Nystedt Peter Perren Sarah Phillips	(403) 678-0708 (403) 678-0708 (403) 678-6988 (403) 678-0708	don@perrenblackett.com janet@perrenblackett.com peter@perrenblackett.com sarah@perrenblackett.com
Conner Law	Kyla Conner Adam Driedzic	(403) 678-9894 (403) 678-9894	kyla@connerlaw.ca adam@connerlaw.ca
Tannis Naylor Professional Corp.	Tannis Naylor	(403) 678-5777	t_naylor@telus.net

CANMORE COMMUNITY HOUSING

VITAL HOMES OWN APPLICATION 2020/21

1. GENERAL INFORMATION

Number of Residents *Please note all adults (18 years and over) and children (infants to 17 years) who will be living in the household.*	Adults _____	Children _____	Pets _____		
Every adult in the applicant household who plans to be registered as an owner must complete an application form.					
Preferred Size(s) *Please check all sizes that apply.*	☐ Studio*	☐ 1 Bedroom	☐ 2 Bedroom	☐ 3 Bedroom	☐ 4 Bedroom*

*There are currently no Studio homes available to buy in our inventory.
This category is included to assist us in understanding the demand for Vital Homes only.

Preferred Location or Vital Homes Development *(if known)*:

Application Fee $100: ☐ Coupon

APPLICANT 1	APPLICANT 2
2. CONTACT INFORMATION	
Legal Name:	Legal Name:
Phone Home:	Phone Home:
Work:	Work:
Cell:	Cell:
Street Address:	Street Address:
Mailing Address: ☐ Same OR	Mailing Address: ☐ Same OR

3. AGE & LEGAL STATUS IN CANADA

All applicants on title must be of Alberta legal age (18 years) and must be a Canadian Citizen or Permanent Resident. Each applicant must provide a minimum of two (2) original pieces of identification, one with photo and one confirming status in Canada. Identification will be photocopied and returned to the applicant at the time the application is submitted.

APPLICANT 1	APPLICANT 2
Birthdate: DD / MM / YY	Birthdate: DD / MM / YY
☐ Canadian Citizen ☐ Permanent Resident	☐ Canadian Citizen ☐ Permanent Resident
Provide two (2) pieces of ID, one with photo:	**Provide two (2) pieces of ID, one with photo:**
☐ Canadian Birth Cert. ☐ Permanent Residency Card ☐ Canadian Passport ☐ Canadian Citizenship Card	☐ Canadian Birth Cert. ☐ Permanent Residency Card ☐ Canadian Passport ☐ Canadian Citizenship Card
and/or:	and/or:
☐ AB Operator's License ☐ Other: _____ ☐ AB Identification Card	☐ AB Operator's License ☐ Other: _____ ☐ AB Identification Card

4. CANMORE EMPLOYMENT & RESIDENCY

At least one applicant must meet **ONE** of three Canmore Employment and Residency categories below:

1. Canmore Permanent Employment: Currently work at least 30 hours per week in permanent employment with a licensed Canmore business for at least 6 months. *Complete Section 4A only.*

2. Canmore Employment and Residency: Currently live in Canmore and shall have lived in Canmore for at least 12 months prior to possession of a Vital Homes home **AND** be one of the following:

i. employee working in Canmore for a licensed Canmore business at least 20 hours per week for at least 6 months; or
ii. self-employed person with a Canmore business license or recognized equivalent performing services for the business for at least 6 months; or
iii. retiree with at least 60 months of Canmore work experience within the 10 years prior to retirement.

Complete Sections 4B and 4C.

3. Canmore Long-term Resident: Currently live in Canmore and shall have lived in Canmore for at least 60 months prior to taking possession of a Vital Homes home. The residency requirement may be fulfilled through cumulative or consecutive months within the last 10 years. *Complete Section 4C only.*

You may apply at any time but must meet the timeline criteria for residency and/or employment prior to taking possession of a Vital Homes home.

If additional space is required to report employers, residences, or landlords, please include an extra page. If unable to provide documentation requested, please contact CCH for acceptable alternatives.

APPLICANT 1	APPLICANT 2
4A. CANMORE PERMANENT EMPLOYMENT	
☐ Full-time Permanent Employee (30+ hours/week)	☐ Full-time Permanent Employee (30+ hours/week)
Business Name:	Business Name:
Contact Name:	Contact Name:
Contact Position:	Contact Position:
Phone:	Phone:
Starting Date: DD / MM / YY Hours/Week:	Starting Date: DD / MM / YY Hours/Week:
Proof of Employment: ☐ Employment Contract or Letter AND ☐ Three Most Recent Payslips	Proof of Employment: ☐ Employment Contract or Letter AND ☐ Three Most Recent Payslips

Go to Section 5: Net Assets

4B. CANMORE OTHER EMPLOYMENT	
☐ Part-time Permanent or Non-Permanent Employee (20+ hours/week)	☐ Part-time Permanent or Non-Permanent Employee (20+ hours/week)
Proof of Employment: ☐ Three Most Recent Payslips	Proof of Employment: ☐ Three Most Recent Payslips
Business Name:	Business Name:
Contact Name:	Contact Name:
Contact Position:	Contact Position:
Phone:	Phone:
Starting Date: DD / MM / YY Hours/Week:	Starting Date: DD / MM / YY Hours/Week:
or	
☐ Self-employed	☐ Self-employed
Proof of Employment: ☐ Canmore Business License AND ☐ Proof of Business Ownership	Proof of Employment: ☐ Canmore Business License AND ☐ Proof of Business Ownership
or	
☐ Retiree	☐ Retiree
Proof of Employment: ☐ Letter from previous Canmore employer or ☐ Five (5) years of T4 Statements of Remuneration paid from a Canmore Employer	Proof of Employment: ☐ Letter from previous Canmore employer or ☐ Five (5) years of T4 Statements of Remuneration paid from a Canmore Employer

Go to Section 4C: Residency

4C. CANMORE RESIDENCY

☐ Proof of current residency				☐ Proof of current residency			
AND							
☐ Canmore Employment and Residency: 12 months of Canmore residency information required.				☐ Canmore Employment and Residency: 12 months of Canmore residency information required.			
☐ Canmore Long-term Resident: 60 months of Canmore residency information required.				☐ Canmore Long-term Resident: 60 months of Canmore residency information required.			
Street Address	**From**	**To**	**Months**	**Street Address**	**From**	**To**	**Months**
	DD/MM/YY	DD/MM/YY			DD/MM/YY	DD/MM/YY	
	DD/MM/YY	DD/MM/YY			DD/MM/YY	DD/MM/YY	
Total Canmore Residency:				**Total Canmore Residency:**			
For each address, please provide the following proof of residency:							
☐ For tenants, a rental lease agreement for the tenancy Period				☐ For tenants, a rental lease agreement for the tenancy Period			
☐ For tenants, contact information for each landlord				☐ For tenants, contact information for each landlord			
1.Landlord Name:				1.Landlord Name:			
Phone:				Phone:			
2.Landlord Name:				2.Landlord Name:			
Phone:				Phone:			
or							
☐ For owners, a Property Tax Assessment notice for each year of residency				☐ For owners, a Property Tax Assessment notice for each year of residency			

Go to Section 5: Net Assets

Applicant Initials: _____ _____

5. NET HOUSEHOLD ASSETS

Combined Net Household Assets should not exceed $140,400, excluding RRSP, RESP, RRIF, and Pension Plans and one vehicle (the lower value vehicle if more than one is owned). *Supporting documents for all listed assets and liabilities must be submitted with application*.

5A. ASSETS

Cash and Investments	Type of Account	Financial Institution	Account #	Current Balance/Value
Cash in Bank *Please provide bank statement or account snapshot.*	☐ Chequing ☐ Savings ☐ TFSA ☐ Other			$ _____
				$ _____
				$ _____
				$ _____
Investments (non-RRSP/RESP only) *Please provide investment statement or snapshot.*	☐ GIC ☐ Investment ☐ Stocks / Bonds ☐ Other			$ _____
				$ _____
				$ _____
				$ _____

Real Estate	Civic Address of Property	Tax Assessed Value
Please provide a copy of the most recent property tax assessment.		$ _____

Automobile/Personal Vehicles	Year	Make	Model	Kilometres	Estimated Value
Please provide a copy of the owner registration.					$ _____
					$ _____

Other Assets		
Down Payment Sources (not listed above)	☐ Gift / Loan ☐ Other	$ _____ $ _____
Personal Items Appraised at Over $5000	Description: _____ _____	$ _____ $ _____
	TOTAL ASSETS (5A)	$ _____

5B. LIABILITIES

Liabilities	Type / Institution	Account #	Current Balance
Credit Cards / Lines of Credit *Please provide bank statement or account snapshot.*	☐ _____ ☐ _____ ☐ _____ ☐ _____	_____ _____ _____ _____	$ _____ $ _____ $ _____ $ _____
Loans / Lease Agreements *Please provide loan statement or snapshot.*	☐ _____ ☐ _____	_____ _____	$ _____ $ _____
Other Debt	☐ _____ ☐ _____	_____ _____	$ _____ $ _____
Real Estate Mortgage *Please provide loan statement.*	Lending Institution: Contact Name: Contact Number:		$ _____
		TOTAL LIABILITIES (5B)	$ _____

TOTAL ASSETS (5A) – TOTAL LIABILITIES (5B) = NET ASSETS	$ _____

Applicant Initials: _____ _____

APPLICANT 1	APPLICANT 2
6. INCOME	
Maximum allowable gross annual household income is $136,404 based on the most recent year's Tax Notice of Assessment from the Canada Revenue Agency (see Line 15000).	
Gross Annual Income: $ _____	Gross Annual Income: $ _____
Combined Gross Household Income: $ _____	
Proof of Income: ☐ Canada Revenue Agency Tax Notice of Assessment 20___	**Proof of Income:** ☐ Canada Revenue Agency Tax Notice of Assessment 20___

7. MORTGAGE PRE-QUALIFICATION LETTER		
Applicants must show proof of mortgage pre-qualification. There is no minimum mortgage amount required to meet this criterion.		
☐ Mortgage Pre-qualification Letter	Mort Approval / Purchase Amnt: $ _____	Deposit Required: $ _____

8. FOIP NOTIFICATION

The personal information you provide on this form is being collected under the authority of Section 33(c) of **Alberta's Freedom of Information and Protection of Privacy Act**. This information will be used by Canmore Community Housing to determine eligibility for and to administer the Vital Homes Housing program in Canmore. The privacy provisions of the Freedom of Information and Protection of Privacy Act protect your personal information. If you have any questions about the collection of this information please contact CCH's FOIP Coordinator at 203, 600A 9th Street, Canmore, AB, T1W 2T2.

9. AUTHORIZATION

I/We agree and give consent to CCH or their authorized agent to:

- contact my past and present employers to verify employment information;
- contact my past and present landlords to verify residency;
- request a written credit report on my behalf, and
- use information from my application as part of a demographic profile of Vital Homes applicants.

Signature:	Signature:
Date:	Date:

VITAL HOMES EMAIL CONSENT FORM 2020

Canada's Anti-Spam Legislation (CASL) requires consent to:

1. A requirement of participating in Canmore Community Housing's (CCH's) Vital Housing programs is to receive electronic communications from CCH on matters relating to your application and participation in our Vital Housing Programs.

   I/We agree with the above noted condition of participating in CCH's housing programs and thereby give consent to CCH to communicate with me/us electronically with respect to my application and participation in its Vital Housing Programs while on a list, as a tenant, or as an owner, as outlined above.

   □ AGREE
   □ DISAGREE

2. CCH also provides general updates on CCH and its programs electronically. Receiving these updates is not a requirement of participating in our programs, but if you would like to receive these updates, please opt-in below. Note that you will be able to opt-out at any time.

   □ OPT-IN
   □ OPT-OUT

EMAIL: _____ EMAIL: _____

PRINT NAME:_____ PRINT NAME: _____

SIGNATURE:_____ SIGNATURE: _____

DATE: _____ DATE: _____

OFFICE USE ONLY

RNT# _____ *OWN#:*_____

DL: _____ _____ _____

_____ _____ _____

CANMORE COMMUNITY HOUSING
T: 403.609.9983
E: rent@canmorehousing.ca
E: own@canmorehousing.ca
W: www.canmorehousing.ca