



# HOME REPAIR PROGRAM APPLICATION

## 1. GENERAL INFORMATION

Is this application for an emergency repair? Y  N

### APPLICANT

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
YYYY/MM/DD

### CO-APPLICANT

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
YYYY/MM/DD

Who and how should we contact to discuss your application?  Applicant  Co-applicant

Daytime contact number: \_\_\_\_\_ Alternate phone number: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Physical location of property (if different from above) : \_\_\_\_\_

Livable floor area of dwelling: \_\_\_\_\_ ft<sup>2</sup> Number of bedrooms \_\_\_\_\_

How long have you lived at the present location? \_\_\_\_\_ How long have you lived in Yukon? \_\_\_\_\_

## 2. ADDITIONAL HOUSEHOLD MEMBERS (Not mentioned above)

**Please note:** Spouses or other persons on title are considered to be co-applicants.

Name (first/last)	Relationship to applicant	Date of Birth <small>YYYY/MM/DD</small>

## 3. EMPLOYMENT INFORMATION

(Written Verification of Employment form for each applicant from all current sources of employment is required)

Applicant's employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work phone: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Previous employer (If less than 1 year): \_\_\_\_\_

Occupation: \_\_\_\_\_ Work phone: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Co-applicant's employer: \_\_\_\_\_

Occupation: \_\_\_\_\_ Work phone: \_\_\_\_\_ Length of employment: \_\_\_\_\_

Previous employer (If less than 1 year): \_\_\_\_\_

Occupation: \_\_\_\_\_ Work phone: \_\_\_\_\_ Length of employment: \_\_\_\_\_

**4. HOUSEHOLD INCOME** (All sources of income must be listed and verification must be provided with application)

Source: Employment - Gross Income	Applicant Annual Income \$	Co-applicant Annual Income \$
<b>TOTAL</b>		

**5. FINANCIAL INFORMATION** (List all liabilities including loans, vehicles, credit cards, etc.)

Description (e.g. credit card, line of credit, loan)	Lender / bank / finance company	Credit limit for credit cards & line of credit	Liability \$ (balance owing)	Monthly payment
<i>(example) 2012 vehicle</i>	<i>ABC bank</i>		<i>4,000</i>	<i>350</i>
<b>TOTAL</b>				

**CURRENT HOUSING COSTS\***

Type	Payment	Frequency (yearly, monthly, biweekly, etc)
Mortgage payment (Principal, Interest and Taxes)**		
Property taxes (only if not included above)		
Condominium fees		
Pad rental		
Heating costs		
Electrical costs		
Water and other municipal services		
Current mortgage balance		
Estimated value of property including dwelling		

\*If eligible for subsidy, confirmation of these payments will be required.  
 \*\*Please provide a copy of recent mortgage statement confirming details of the mortgage.

**6. SCOPE OF PROJECT – What repairs or upgrades are required?**

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**7. CHECKLIST – Failure to provide all necessary documentation will delay the process of this application.**

**ALL APPLICANTS**

- Program application form (Please ensure that it is signed by all applicants)
- Verification of Employment form (You must have your employer complete this form. If you are self employed, see below.)
- Notice of assessment from Canada Revenue Agency
- Any building permits that are open
- Copy of most recent property tax bill showing that it is paid
- Copy of the most recent Certificate of Home Insurance if one exists

**SELF EMPLOYED APPLICANTS**

- Previous 2 years of Canada Revenue Agency Statement of Business or Professional Activities (T2125)
- Previous 2 fiscal years of financial statements

**OWNER OF HOME ON TITLED PROPERTY**

- Copy of your Certificate of Title  
(Available at Land Titles Office. Must be certified copy, signed by the registrar, dated within 3 months of this application.)
- Ensure all those listed on Title have signed application

**OWNER OF MOBILE HOME ON RENTED/LEASED PROPERTY**

- Copy of Bill of Sale
- Copy of Chattel Mortgage if applicable

**IF APPLYING FOR AN EMERGENCY REPAIR**

- Quote from a professional contractor (must obtain quotes prior to work commencing)
- Order from the jurisdiction having authority mandating repairs, if applicable
- Photographs of the area to be repaired
- If insurance policy exists have you made a claim for these repairs:  Yes  No

If Yes – identify work done, amount received and why you are seeking YHC assistance

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If No – please contact your insurance company to make a claim before applying for assistance from YHC.

## 8. LIMITATIONS OF LIABILITY

Under no circumstances will YHC, its officers, employees, or agents be liable for dwelling component or system failures. Further, any reliance by the homeowner(s) or others on information contained in YHC's dwelling assessment beyond its intended purpose will be at the homeowner or dwelling occupant's own risk, and YHC, its officers, employees, or agents will not be liable for any injury, losses or damage of any kind arising from the information provided.

The homeowner(s) releases YHC of and from claims, demands, damages, actions or causes of actions arising or to arise out of any decision by the homeowner(s) not to undertake some or all of the repair options.

## 9. AGREEMENT

### I understand that:

- This application does not constitute an agreement on the part of YHC, or its agents, to provide me with assistance.
- The information in this application may be used for statistical purposes\*.
- An assessment of my property may be necessary to qualify under some YHC programs.
- YHC has no direct relationship with any contractor and/or supplier.
- YHC loans are not life insured and I assume full and sole responsibility for obtaining life insurance if desired.
- Permits and/or inspections must be obtained, if required, from the appropriate government building inspector prior to commencing work.

### I authorize and grant permission to:

- YHC or its agents to make any or respond to any inquiries that are necessary to verify the facts contained in this application.
- YHC or its agents to carry out any necessary inquiries and to obtain additional information on my income, assets, liabilities and credit.

### I acknowledge:

- That any expenditure against the property carried out prior to loan approval may not be eligible.
- Any repair work will conform to all applicable zoning and/or bylaws.

### I certify:

- The information provided in this application is correct and complete and contains only truthful information to the best of my knowledge.
- This dwelling is my principal residence.
- I have not received or taken any action to receive any additional insurance compensation beyond that which has been identified in this application.
- I am a Yukon Resident as defined below.  
*"Yukon Resident" means a person who makes Yukon their permanent and principal home for at least 90 days prior to signing this agreement/declaration.*

I am aware that if any part of this declaration is untrue, and I am granted a loan based on this declaration I may be prosecuted.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date YYYY/MM/DD

\_\_\_\_\_  
Co-applicant

\_\_\_\_\_  
Date YYYY/MM/DD

Your personal information is being collected for the purpose of determining eligibility for funding from the Yukon Housing Corporation per the terms of the specific funding program. Information collected on this form will be managed in accordance with the *Access to Information and Protection of Privacy Act (ATIPPA)*. For further information regarding collection of information, please contact the Yukon Housing Corporation ATIPPA Coordinator at 867-667-8773, Box 2703, Whitehorse, Yukon Y1A 2C6.