



# RENTAL/SECONDARY SUITE PROGRAM APPLICATION

New  Existing

## GENERAL INFORMATION

### APPLICANT

Title: \_\_\_\_\_ First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Date of Birth: (YYYY-MM-DD) \_\_\_\_\_

### CO-APPLICANT

Title: \_\_\_\_\_ 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: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ How long at present address? \_\_\_\_\_ And in Yukon? \_\_\_\_\_

### ADDITIONAL HOUSEHOLD MEMBERS (Not mentioned above)

Name (first/last)	Relationship to applicant	Date of Birth (YYYY-MM-DD)

### EMPLOYMENT INFORMATION (Written Verification of Employment form for each applicant is required)

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

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

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

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

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

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



**CURRENT RENTAL HOUSING COSTS** (if different from above)

Type	Payment	Frequency (yearly, monthly, biweekly, etc)
Mortgage payment (Principle, Interest and Taxes)		
Property taxes (only if not included above)		
Condominium fees		
Pad rental		
Heating costs		
Electrical costs		
Water and other municipal services* <small>*(if unserviced property include costs of water delivery, septic pump out, etc)</small>		
Current mortgage balance		
Estimated value of dwelling		

**SCOPE OF PROJECT**

Existing – provide description of proposed repairs and upgrades

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New – provide description of new construction

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**CHECKLIST**

Please ensure the following information is included in application or attached in order for us to assess your eligibility .

**ALL APPLICANTS**

- Program application form (please ensure that it is signed by all applicants)
- Verification of employment income form (you must have your employer complete this form)  
(if you are self employed, see below)
- Copy of Notice of assessment from Canada Revenue Agency

**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)
- Ensure all those listed on Title have signed application
- Copy of the most recent insurance policy for your home

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

- Copy of Bill of Sale
- Copy of Chattel Mortgage, if applicable
- Copy of the most recent insurance policy for your home

**RENTAL**

- Previous 2 years of rental income and expenses summary
- Previous 2 years of Canada Revenue Agency Statement of Real Estate Rentals (Form T776)

**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.

**AGREEMENT**

I/We understand that this application does not constitute an agreement on the part of YHC, or its agents, to provide me/ us with assistance.

I/We hereby authorize YHC, or its agents to make any or to respond to any inquiries that are necessary to verify the facts contained in this application.

I/We hereby give permission to YHC, or its agents, to carry out to any necessary inquiries and to obtain additional information on my/our income, assets, liabilities and credit.

I/We understand that the information in this application may be used for statistical purposes\*.

I/We understand that an assessment of my/our property may be necessary to qualify under some YHC programs.

I/We acknowledge that any expenditure against the property carried out prior to loan approval may not be eligible.

I/We have completed this application completely to the best of my/our knowledge.

I/We understand that YHC has no direct relationship with any contractor and/or supplier.

I/We understanding that YHC loans are not life insured and assume full and sole responsibility for obtaining life insurance if desired.

I/We understand that permits and/or inspections must be obtained from the appropriate government building inspector prior to commencing repair work.

I am a / We are Yukon Resident(s) as that word is defined below. I/We make this declaration that I am a / we are Yukon Resident(s) as part of my/our application. I am / we are aware that if any part of this declaration is untrue, and I am / we are granted a loan based on this declaration, I/we may be prosecuted.

“Yukon Resident” means a person who makes Yukon their permanent and principle home for at least 90 days prior to signing this declaration.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Co-applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*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.