



Program Overview

The City of Brandon is pleased to offer the Brandon Home Buyer Assistance Program thanks to funding support from Manitoba Housing and Renewal Corporation and CMHC. The program will assist eligible renter’s transition to homeownership, by providing funding for a down payment and a portion of the associated closing costs by way of a forgivable loan, with forgiveness earned over a ten-year period. The program offers the following maximum homebuyer assistance by way of a forgivable loan.

Forgivable Loan for Down payment (5%)	Forgivable Loan for Closing Costs	Total Amount of Forgivable Loan
\$12,500	\$1,500	\$14,000

Applications are submitted to the Program Coordinator’s office at 638 Princess Ave.

Hours: Monday – Friday: 8:30 am – 5:00 pm.

Applications will be evaluated using the established eligibility criteria found below and the evaluation criteria on page two. Notification of application status will be provided within thirty (30) days following receipt of complete application and all required supporting documents.

Mandatory Applicant Eligibility Criteria:

- ✓ **Must schedule an in person consultation with the Program Coordinator after you obtain a mortgage preapproval and prior to submitting an application**
- ✓ Have a total household income that does not exceed \$84,600 for the year in which your funding application is being submitted. *Total income includes wages, salaries, net income from self-employment, investment income, retirement pensions and miscellaneous income such as alimony or government transfer payments of all household members 18 years of age and older*
- ✓ Not have complete assets (cash, RRSPs or investments that can be converted to cash) that total more than \$10,000 including international assets
- ✓ Be a resident of Brandon for at least two years at the time of application
- ✓ Be either a Canadian Citizen or a Permanent Resident
- ✓ Have at least one dependent that is not their spouse/partner



- ✓ Cannot currently own a home or have a vested interest in residential property anywhere
- ✓ Cannot be involved with any other home buyer down payment program
- ✓ Be able to pre-qualify for a mortgage and mortgage insurance without a guarantor or consignor from an National Housing Act approved lender
- ✓ Agree to attend a mandatory homeownership education session approved by the City of Brandon or their designate prior to moving into their new home
- ✓ Agree to request a property disclosure statement from the seller for any property for which an offer to purchase is made
- ✓ Commit to having a home inspection, for any property for which an offer to purchase is made and accepted by the seller, by a certified member of the [Canadian Association of Home and Property Inspectors of Manitoba \(CAHPI Manitoba\)](#), and/or the [International Association of Certified Home Inspectors \(NACHI\)](#) at their own cost on resale homes or any new homes that do not offer a New Home Warranty and provide a digital copy of the report to the Program Coordinator
- ✓ Finance their mortgage through a [National Housing Act Approved Lender](#)
Secure a mortgage with a term not less than 5 years
- ✓ Agree to register the forgivable loan on the property title as a second mortgage for the duration of the term of the forgivable loan
- ✓ Live in the home purchased with funding assistance from the Brandon Home Buyer Assistance Program
- ✓ Agree to remain current on payables to the City of Brandon such as property taxes and water for the duration of the term of the forgivable loan
- ✓ Agree to maintain house insurance for the duration of the term of the forgivable loan and Manitoba Housing Renewal Corporation must be listed as a second loss payable on the applicant's insurance policy and provide proof of this to the Program Coordinator on an annual basis for the duration of the funding agreement
- ✓ Agree to be included in public relations related to the program

Eligible homes

- May be single detached houses, duplexes and condominiums
- Must have a minimum of 2 bedrooms
- The purchase price must not exceed \$250,000
- The home must be located within the City of Brandon property limits



Ineligible Homes

- Mobile homes
- Homes with revenue properties included (ie. basement suite, secondary suite)
- Homes exceeding a purchase price of \$250,000
- Homes with fewer than 2 bedrooms
- Homes located outside the City of Brandon property limits

Evaluation Criteria

Only applicants that meet all mandatory eligibility requirements will be evaluated using the criteria listed below.

- Target market (priority given to Indigenous families or families with special needs)
- Work history
- Income level and debt load
- Length of time living in Brandon
- Total asset level (amount of money you have in all bank accounts, RRSPs and investments)

Approval Process (3 phase process)

1. Application Stage Overview

- Applicant meets with the program coordinator **prior** to submitting a Brandon Home Buyer Assistance funding application.
- The application is submitted to the Program Coordinator (City of Brandon), along with all required information and documents. 638 Princess Ave, Brandon, MB.
- The City of Brandon may require additional information or documentation to confirm program eligibility
- Once received, completed applications will be reviewed using the stated evaluation criteria
- Applicants will be selected to receive funding per established goals and the scores from the evaluation criteria with all applicants advised of the status of their application within 30 days of the completed application date.



2. Conditional Approval Process Overview

- The City of Brandon will issue a conditional letter of acceptance to those applicants approved for funding
- The applicant will sign the conditional letter of acceptance and return it to the Program Coordinator within the stated timelines.
- The applicants (primary and co-applicant if applicable) will provide Social Insurance Card (SIN) and proof of birthdate (a driver license, a permanent resident card or birth certificate) to be copied for their file
- Conditional approval remains valid for six months from date of issuance
- The applicant completes home education training prior to the house purchase being completed (the Program Coordinator will advise of the options to participate in the mandatory training).
- The applicant begins the search for a home and identifies the lawyer that will handle their home purchase

3. Approval Process Overview

- Eligible homes purchased by the approved applicant must be in adequate condition and must not require any major repairs to correct deficiencies which represent a threat to the health and safety of the occupants.
- Once an offer to purchase has been accepted (always subject to financing, a satisfactory house inspection and the purchaser receiving a property disclosure statement from the seller), the applicant provides a copy of all documents regarding the purchase to the Program Coordinator.
- The applicant provides the Program Coordinator with the contact information for the lawyer that will be finalizing the home purchase.
- Required house inspection must be completed by a certified member of the **Canadian Association of Home and Property Inspectors of Manitoba**, and/or the **International Association of Certified Home Inspectors**.
- The applicant provides a digital copy of the house inspection to the Program Coordinator. **Do not sign the Conditions Satisfied until you completely understand the home inspection report.**
- Applicable funding agreements are signed between the applicant and the City of Brandon.



- Home insurance must be purchased prior to the home possession date, with MHRC listed as the second loss payable on the applicant's insurance policy for the home being purchased.
- The City of Brandon authorizes the release of approved funding in trust to the applicant's lawyer. Funding will flow directly from Manitoba Housing and Renewal Corporation (MHRC) to the applicant's lawyer.
- The applicant's lawyer must provide MHRC with a copy of the new Status of Title and a copy of the mortgage showing that MHRC Mortgage has been properly registered as a second charge.

Application Check List

- Complete and sign the application form. If your mortgage pre-approval shows two or more names, the highest wage earner is the primary applicant and the remaining people listed on the mortgage preapproval are co-applicants. Be sure to explain your plan for paying for closing costs and other move related expenses that are not covered through the Home Buyer Program.
- Copy of mortgage preapproval from an eligible lending institution
- Copy of the two (2) most recent Notice of Assessments from Canada Revenue Agency for all individuals living in the household 18 years of age and over
- Copy of the two (2) most recent pay stubs for all individuals living in the household 18 years of age and older who have worked at any time during the year in which you are applying for funding
- Proof of the applicant's duration of residency in Brandon (2-year minimum). Some examples include:
 - Confirmation of duration of tenancy from your landlord
 - Confirmation from a utility provider of service duration (MB Hydro, telephone, water bills, etc.)
 - Previous notice of assessment from Revenue Canada with a Brandon address



- Confirmation of assets
 - 3 months of statements for all chequing and savings accounts for both the applicant and the co-applicant if applicable including from outside Canada
 - An account balance summary statement from each financial institute for both the applicant and the co-applicant if applicable (sample can be provided)
 - RRSPs (most recent statement)
 - Investments (most recent statement)
 - Most recent statement for all other investments/assets, including from outside Canada

- Confirmation of employment on the employer's letter head for all individuals currently living with the applicant who have worked in 2021. The letter must contain the following information:
 - Employees Name
 - Length of time employed with the Company
 - Length of time in the current position
 - Gross annual salary and/or hourly rate of pay
 - Status of the position (full time, part time, casual, contract, on probation) and typical hours worked each pay period

Applications

All supporting documents must accompany the completed application. Only complete applications received will be evaluated for eligibility and funding.

Applications are submitted to the Program Coordinator's office at 638 Princess Ave.
Hours: Monday – Friday: 8:30 am – 5:00 pm.

For Further Information or Assistance with your Application:

Shannon Saltarelli
Community Housing and Wellness Coordinator
Ph: 204.729.2433
Email: housing@brandon.ca