



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 homebuyer assistance by way of a forgivable loan.

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

Applications will be accepted through an intake process between September 14 – 5 p.m. October 13, 2020.

At the close of the intake period, 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 the intake period closing. After the intake period closes, if unallocated funding remains, another intake period will be announced. The process will repeat until all available funding is depleted.

**Mandatory Applicant Eligibility Criteria:**

- ✓ **Must schedule an in person consultation with the Program Coordinator, Deb Day after you obtain a mortgage preapproval and prior to submitting an application**
- ✓ Have a total household income that does not exceed \$75,592 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 assets (cash, RRSPs or investments that can be converted to cash) that total more than \$10,000
- ✓ Be a resident of Brandon for at least three 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



- ✓ Be able to pre-qualify for a mortgage and mortgage insurance without a guarantor or consignor from an National Housing Act approved lender
- ✓ Finance their mortgage through a National Housing Act approved lender
- ✓ Secure a mortgage with a term not less than 5 years
- ✓ Live in the home purchased with funding assistance from the Brandon Home Buyer Assistance Program
- ✓ Cannot be involved with any other home buyer down payment program
- ✓ 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 register the forgivable loan on the property title as a second mortgage for the duration of the term of the forgivable loan
- ✓ 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
- ✓ 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 Economic Development Brandon
- ✓ 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 Economic Development office on an annual basis for the duration of the funding agreement
- ✓ Agree to request a property disclosure statement from the seller for any property for which an offer to purchase is made
- ✓ 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



## 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 Brandon, MB

## 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
- 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 Economic Development Brandon (City of Brandon), along with all required information and documents. Main floor of City Hall, 410 9<sup>th</sup> Street, Brandon, MB. Hours Monday – Friday: 8:30 am – 12 pm and 1:15 pm – 5 pm.
- The City of Brandon may require additional information or documentation to confirm program eligibility
- After the intake period closes, 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 intake period closing

### 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 Economic Development Brandon office 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 begins the search for a home and identifies the lawyer that will handle their home purchase

### 3. Approval Process Overview

1. The applicant completes home education training prior to the house purchase being completed (Economic Development Brandon will advise of the options to participate in the mandatory training).
2. 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 the accepted offer to purchase to Economic Development Brandon and a digital copy of the house inspection by a certified member of the Canadian Association of *Home* and Property *Inspectors of Manitoba, and/or the International Association of Certified Home Inspectors.*
3. The applicant provides a digital copy of an eligible home inspection being completed and home insurance prior to the home purchase being finalized, with MHRC listed as the second loss payable on the applicant's insurance policy for the home being purchased.
4. The applicant provides Economic Development Brandon with the contact information for the lawyer that will be finalizing the home purchase.
5. Applicable funding agreements are signed between the applicant and the City of Brandon.
6. 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.
7. 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 signed 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 (2020)
- Proof of the applicant's duration of residency in Brandon (3 years 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.)
  - A notice of assessment from Revenue Canada
- Confirmation of assets
  - Summary of all accounts with any banking institution that the applicant or the co-applicant/spouse/partner has financial dealings with. Typically the print out from the lending institution will include the individuals name and address, each type of account the individual has with them, the account number as well as the balance in that account.
  - The last three months of statements from all chequing and savings accounts for the primary applicant as well as the co-applicant/spouse/partner if applicable.
  - Most recent statement for RRSPs for the primary applicant as well as the co-applicant/spouse/partner if applicable.
  - Most recent statement for all investments for the primary applicant as well as the co-applicant/spouse/partner if applicable. Investments might be Tax Free Savings Accounts, Savings Accounts, mutual funds, etc.



- Confirmation of employment on the employer’s letter head for all individuals currently living with the applicant who have worked in 2020. 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

### **Application Deadline**

**Intake period:** September 14<sup>th</sup>, 2020 - October 13<sup>th</sup>, 2020

**Application Deadline:** Applications must be received by the Economic Development Brandon office by 5:00 pm on October 13<sup>th</sup>, 2020.

Economic Development Brandon (City of Brandon)  
Main Floor of City Hall, 410 9<sup>th</sup> Street  
Brandon, MB R7A 6A2

Future intake dates will be determined at the end of the intake period, dependent upon available funding. If all available funding is allocated during the initial intake period, no additional intake periods will be offered.

### **For Further Information or Assistance with your Application**

Deb Day  
Economic Development Brandon, City of Brandon  
Phone: 204.729.2132  
Email: [econdev@brandon.ca](mailto:econdev@brandon.ca)