

Freedom of Information and Protection of Privacy

Personal information on this form is collected under section 32(1)(g) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. F-15-01, and will be used for assessing your application for credit under the Down Payment Assistance Program. If you have any questions about this collection of personal information, you may contact Finance PEI, 94 Euston Street, 2nd Floor, Charlottetown, PE C1A 7M8, (902) 368-6200, financepei@gov.pe.ca.

1	APPLICANT INFORMATION	Please complete <u>ALL</u> details in this section; incomplete applications will not be processed			
Applicant:	<div>(Surname) (First Name) (Second Name) Date of Birth (dd/mmm/yyyy)</div>				
	<div>Marital Status Social Insurance Number Phone Number Email Address</div>				
Current Address:	<div>(Civic Address & Apartment #) (P.O. Box)</div>				
	<div>(City/Town) (Province) (Postal Code)</div>				
Co-Applicant:	<div>(Surname) (First Name) (Second Name) Date of Birth (dd/mmm/yyyy)</div>				
	<div>Marital Status Social Insurance Number Phone Number Email Address</div>				
Current Address:	<div>(Civic Address & Apartment #) (P.O. Box)</div>				
	<div>(City/Town) (Province) (Postal Code)</div>				

2	INCOME INFORMATION				
		Projected Gross Income over the next 12 Months			Actual Total Income for the Previous Year ¹
	Applicant	\$		\$	
	Co-Applicant	\$		\$	
	Total Household Income	\$		\$	
Note¹: Total Income as per line 15000 from your Canada Revenue Agency "Notice of Assessment" for the last taxation year filed					

3	FINANCIAL INSTITUTION CONTACT INFORMATION			
If you have been Pre-Approved for an insured first mortgage loan, please provide the name of the financial institution and the name, phone number and email address for the person handing your file:				
Name & Address of Mortgage Lender / Financial Institution:				
Contact's Name:		Contact's Telephone:		
Contact's email address:				

4	SUPPORTING DOCUMENT CHECKLIST
Each Applicant is to provide the following supporting documentation with this Application:	
<input type="checkbox"/>	A copy of their Notice of Assessment from the Canadian Revenue Agency (CRA), for the previous Taxation Year. This document can be downloaded from your online "My Account" with CRA.
<input type="checkbox"/>	<p>If a Canadian Citizen, a copy of two pieces of government issued identification, one of which will bear the applicant's photograph and signature, which may include:</p> <ul style="list-style-type: none"> • Provincially issued driver's license or ID Card with photo; • Birth Certificate; • Passport; • Citizenship Certificate. <p>If a Permanent Resident of Canada, your Permanent Resident Card and your Foreign Passport.</p>
<input type="checkbox"/>	A written verification of employment confirming your date of hire, position, current annual income, employment status (Full Time, Part Time, Casual, Seasonal, Term).

5	CERTIFICATION AND AUTHORIZATION
<ol style="list-style-type: none"> 1) I/We declare that in this and the preceding four years, I/we have not occupied a home owned by me, or my current spouse or common-law partner, that constituted a principal residence, as defined in the Prince Edward Island <i>Real Property Transfer Tax Act</i>. 2) I/We declare that I/we do not have the financial ability to pay the five percent (5%) down payment required to qualify for a default-insured mortgage with a recognized financial institution, for the purchase of a program eligible home, without the assistance of the Down Payment Assistance Program. 3) I/We declare that the real property purchased with the assistance of the Down Payment Assistance Program will be occupied as my/our principal residence. 4) I/We declare the information provided in this application to be complete and true. 5) I/We understand that the information provided in this application is being collected for the express purpose of obtaining financial assistance from Finance PEI under this program. This information will only be disclosed to those employees of Finance PEI who need the information to carry out the responsibilities of their job and to other organizations that may need to be contacted in order to process the application. 6) I/We hereby grant Finance PEI, or its agents, permission to carry out necessary inquiries for the purpose of determining my/our income, assets, liabilities and credit information from any sources to which it may apply, and each such source is hereby authorized to provide Finance PEI with such information. 7) I/We authorize Finance PEI to investigate any or all of the statements made herein, being fully aware that discovery of any false statements will cancel this application. I/We further agree that such action by Finance PEI will be without penalty or liability for damages. 8) I/We understand that this application does not constitute an agreement by Finance PEI or its representatives to provide down payment assistance. 9) I/We further acknowledge the right of Finance PEI or its agent(s), at any time prior to the execution and delivery to me/us for assistance hereby applied for, to withdraw, revoke, or cancel, without penalty or liability for damages or otherwise, any acceptance or approval of this application made or given. 	
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Applicant's Signature) </div> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Co-Applicant's Signature) </div> <div style="width: 30%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (dd/mm/yyyy) </div> </div>	

6	SUBMIT COMPLETED & SIGNED APPLICATION AND SUPPORTING DOCUMENTS TO
<p>Down Payment Assistance Program Finance PEI 94 Euston Street, 2nd Floor PO Box 1176 Charlottetown, PE C1A 7M8 Telephone: (902)368-6200; Email: financepei@gov.pe.ca</p>	