

**Ontario Priorities Housing Initiative (OPHI)  
Ontario Renovates Application Package**

The County of Dufferin Ontario Renovates program is designed to provide moderate income households, with an interest free loan to assist with necessary home repairs.

The Ontario Priorities Housing Initiative (OPHI)– Ontario Renovates Component provides an interest free loan of up to \$15,000.00 and is forgivable after 10 years. This may be combined with a grant of \$5,000.00 for accessibility modifications. The Maximum a household may access will be \$20,000.00 should they meet the requirements. Medical verification will be required for all accessibility applications.

**To be Eligible to apply, you must:**

- Applicants must be at least eighteen (18) years old.
- Own the home as their sole and principal residence.
- All repairs including accessibility must be done in relation to habitable space.
- Assets of no more than \$22,500.00
- Property taxes and mortgage payments must be up-to-date.
- The value of the home must be at or below average resale price provided by the Ministry of Housing as per MPAC assessment of \$609,118.00.
- Insurance coverage must be in place for the full value of the home.
- Applicants may only qualify and receive assistance for Ontario Renovates once
- Combined gross household income at or below \$75,000.00

**In this package, you will find:**

- Ontario Renovates Fact Sheet
- Ontario Renovates Application Checklist
- Ontario Renovates Application
- Verification of Assets form

**You must complete and submit all forms, along with the required documents as stated in the application checklist to:**

**County of Dufferin  
Housing Division  
30 Centre St.  
Orangeville, ON  
L9W 2X1**

If you have any questions at any time during the process, please do not hesitate to contact the County of Dufferin Community Services at 519.941.6991 Ext. 2110.

**All approvals of the Ontario Renovates Homeowner Repair program are at the discretion of the Service Manager.**

## Ontario Renovates Application Checklist

**NOTE: We cannot process Ontario Renovates Applications with incomplete forms or missing information**

**YOU MUST ATTACH PROOF OF ALL SOURCES OF INCOME AND ASSETS TO THIS APPLICATION**

The following information **MUST** be attached to your completed Ontario Renovates Application:

- Photo Identification:** For all family members, attach a photocopy of one piece of photo ID (drivers licence or passport)
- Status in Canada:** Applicants must be 18 years or older and are Canadian citizens or landed immigrants under the Immigration and Refugee Protection Act (Canada)
- Proof of age:** For each household member, attach copies of proof of birth date, if proof of birthdate is not listed on the documentation provided as proof of status in Canada.
- Verification of Assets:** Provide 30 days of bank statements for all assets or attach a Bank Verification of Income and Assets Form completed and signed by any bank, trust company or credit union where you have an account.
- Verification of Income:** Attach copies verifying sources and amount of all income (see page 4)
- Notice of Assessment:** For each applicant attach a copy of your most recent Notice of Assessment from Canada Revenue Agency (if you do not have your Assessment go to [www.cra.gc.ca](http://www.cra.gc.ca) for more information).
- Arrears:** Attach copy of repayment plan if you owe money to a Community Housing landlord (if applicable).
- Quotes:** Attach copy of a minimum of 2 quotes from licensed contractors. Please include contractors' business number.
- Insurance:** Provide proof of current insurance policy.
- Mortgage & Taxes:** Provide verification that mortgage payment and property taxes are up to date.
- MPAC Assessment:** Attach copy of your most recent MPAC Assessment.

### Applicant Information

Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Miss <input type="checkbox"/>
First Name:		Last Name:	
Date of Birth:		SIN:	
Status in Canada: Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Refugee <input type="checkbox"/> Refugee Claimant <input type="checkbox"/>			
Address:		Town:	Postal Code:
Home #	Work #	Cell #	
Do you own your home?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you currently own or have interest in another property?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you currently or in the past ever resided in Social Housing?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, do you owe arrears? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide repayment agreement if applicable			
Are these renovations for accessibility reasons?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Alternate Contact:		Alternate #	
Name of Employer:		Length of Employment:	

### Co-applicant Information

Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>	Ms. <input type="checkbox"/>	Miss <input type="checkbox"/>
First Name:		Last Name:	
Date of Birth:		SIN:	
Status in Canada: Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Refugee <input type="checkbox"/> Refugee Claimant <input type="checkbox"/>			
Address:		Town:	Postal Code:
Home #	Work #	Cell#	
Do you own your home? Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Do you currently own or have interest in another property?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you currently or in the past ever resided in Social Housing?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, do you owe arrears? Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide repayment agreement if applicable			
Alternate Contact:		Alternate #:	
Name of Employer:		Length of Employment:	

**Please list all household members who will be living in your home**

Last Name	First Name	Date of Birth	Relationship

**Income Examples**

Employment:

- Full-time, Part-time, Irregular, Casual
- Seasonal, Odd Jobs, Shift Bonuses, Yearly or Seasonal Bonuses
- Cost of Living Bonuses, Overtime Earnings, Commissions, Tips and Gratuities
- Disability Pay, Sickness Pay, Long Term Income Protection Payments, Separation/Vacation Pay

Self-Employment:

- Tutoring, Child Care, Taxi, Business etc.

Pensions and Allowances

- Old Age Security (OAS)
- Guaranteed Income Supplement (GIS)
- Guaranteed Annual Income Supplement
- Canada Pension Plan (CPP)
- Quebec Pension Plan (QPP)
- Social Security (other countries)
- Widow’s Pension
- Company Pension
- Private Pension
- Public Service Pension
- Civilian War Pension
- Disability Pension
- War Veteran’s Allowance (DVA)
- War Veteran’s Allowance (other countries)
- Military or Militia or Civil Defence Allowances
- Training Allowances
- Retraining Allowances

Other:

- Workplace Safety Insurance Board
- Insurance Payments
- Student Grants
- Provincial or Municipal Payments
- Employment Insurance Payments
- Payments under Compensation for Victims of Crime Act
- Mortgage Income
- Payments from Official Guardian or Public Trustee
- Payments from Children’s Aid Society or Catholic Children’s Aid
- Separation Payments
- Alimony Payments
- Support Payments (for spouse or child)
- Support from relatives or other sources
- One-time lump-sum payments (inheritances, court and out of court settlements)

<b>Gross Household Income</b>		
<b>Income Source</b>	<b>Applicant</b>	<b>Co-Applicant</b>
Employment		
Employment: Other (tips, bonuses etc.)		
Proof Required: <ul style="list-style-type: none"> <li>• Pay stubs (for at least two months) provided they have some identifiable information on them, i.e. your name; and</li> <li>• Letter from employer or agency indicating gross income or average earnings and length of employment</li> </ul>		
Self-Employment		
Proof Required: Self-employed less than one year: <ul style="list-style-type: none"> <li>• Affidavit of earnings and expenses sworn before a Notary Public or Commissioner of Oaths</li> </ul> Self-employed over one year: <ul style="list-style-type: none"> <li>• Financial statements prepared by a public accountant; or</li> <li>• Certified income tax return, and Canada Customs &amp; Revenue Agency (CCRA) notice of assessment, from the previous year</li> <li>• Cab Plates/Taxi Licenses - provide details</li> </ul>		
Employment Insurance		
Workplace Safety and Insurance Board (WSIB)		
Ontario Student Assistance Program (OSAP):		
Ontario Works (OW)		
Ontario Disability Support Program (ODSP)		
Canadian Pension Plan		
Old Age Security		
Other Pension & Allowance		
Annuity Income		
Registered Retirement Income Fund (RRIF)		
Proof Required: <ul style="list-style-type: none"> <li>• Cheque stubs or copy of cheque; or</li> <li>• Direct bank deposit: copy of monthly bank statements</li> <li>• Letter from government agency issuing cheque; or,</li> <li>• Copy of assessment form and confirmation of other earnings for OSAP assistance</li> </ul>		
Support Payments Received		
Proof Required: <ul style="list-style-type: none"> <li>• Copy of Support Order</li> <li>• Sworn affidavit with both the applicant and ex-spouse's signatures or legal document or letter from lawyer</li> </ul>		

## Asset Examples

### Income Producing

- Real Estate (residential, commercial, farmland, cottage, mobile home) which produces rental income
- Savings Account (bank, trust company, credit union), annuities, Guaranteed Investment Certificates, stocks or shares, bonds, debentures, mortgages, loans, notes, term deposits, tax free savings accounts
- Licence which produces income (e.g. Taxi Licence)
- Business interest which produces income

### Non-Income Producing Assets

- Life Insurance (with a cash surrender value)
- Registered Retirement Savings Plan
- Real Estate (house, condominium, summer cottages, farmland, commercial or vacant land) in any country
- Collection of, or investments in, other valuable non-income producing assets
- Business interest which does not produce income

## Assets

Source	Applicant	Co-Applicant
Registered Retirement Savings Plans (RRSPs)		
Equity in a business/investment		
Life Insurance (with cash surrender value)		
Real Estate (House, Land)		
Term Deposits/Bonds/Debentures		
Stocks/Shares/Mutual Funds		
Canada Savings Bonds		
Mortgages and Loans Held		
Chequing Account		
Savings Account		
Tax Free Savings Account		

### Proof of Assets:

- Copy of mortgage or loan note
- Copy of Insurance Policy(ies)
- Copy of Term Deposit/Bond/Debenture
- Copy of RRSP
- Verification of share in business
- Copy of Real Estate Appraisal(s)
- Copy of Stocks/Shares/Mutual Funds
- Bank statements for one month on all accounts or have bank complete the Verification of Assets form. Each Financial Institution must complete one form. If more than one form is required, please photocopy or contact the County of Dufferin Community Services department.

## Verification of Assets Form

It is the responsibility of the applicant to have this form completed by their Financial Institution and to return this form to the County of Dufferin Community Services office.

I \_\_\_\_\_ (and I) \_\_\_\_\_

residing at \_\_\_\_\_ hereby authorize that the information requested below be given to the County of Dufferin as required under the terms of my Ontario Renovates application.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To Whom It May Concern:

Please provide all available information as requested for the applicant(s) named above. All information will be treated as Confidential.

### Saving/ Chequing Accounts

Account Number	Balance	Current Interest Rate

### Direct Deposits made to above account(s)

Source	Amount	Monthly/ Weekly

### Term Deposits, Investments, etc.

Security	Value	Current Interest Rate	Interest Earned (12 months)	Maturity Date

### Registered Retirement Savings Plans (RRSP's)

Registration Number	Value	Current Interest Rate	Interest Earned (12 months)	Maturity Date

Financial Institution Seal or Stamp:

Name of Financial Institution	
Address	
Authorized Signature	
Position	Phone No:
Date	



