



## Community Roots Home Buyer Assistance Program

### Program Overview

The Portage la Prairie Revitalization Corporation (PCRC) is pleased to offer the Portage la Prairie Home Buyer Assistance Program thanks to funding support from City of Portage la Prairie and Manitoba Housing. The program will assist eligible renters to 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 five-year period. The program offers the following maximum homebuyer assistance by way of a forgivable loan.

<b>Forgivable Loan for Down payment (5%)</b>	<b>Forgivable Loan for Closing Costs</b>	<b>Total Amount of Forgivable Loan</b>
\$13,500	\$1,750	\$15,500

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 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 applying**
- 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 assets (cash, RRSPs or investments that can be converted to cash) that total more than \$10,000
- Be a resident of Portage la Prairie for at least one year 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 a 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 Portage la Prairie 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 Portage la Prairie 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 Portage la Prairie 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 PCRC Portage la Prairie
- 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 PCRC 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 \$275,000
- The home must be located within the City of Portage la Prairie



### **Ineligible Homes**

- Mobile homes
- Homes with revenue properties included (ie. basement suite, secondary suite)  
Homes exceeding a purchase price of \$275,000
- Homes with fewer than 2 bedrooms
- Homes located outside Portage la Prairie, 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 Portage la Prairie
- 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 Community Roots Home Buyer Assistance funding application.
- The City of Portage la Prairie 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 intake period closing

#### **2. Conditional Approval Process Overview**

- The City of Portage la Prairie 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 PCRC 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 (PCRC Portage la Prairie 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 the PCRC
3. The applicant provides PCRC Portage la Prairie with the contact information for the lawyer that will be finalizing the home purchase.
4. The applicant provides a digital copy of the house inspection to the PCRC, by a certified member of the Canadian Association of *Home* and Property *Inspectors of Manitoba, and/or the International Association of Certified Home Inspectors.*
5. 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.
6. Applicable funding agreements are signed between the applicant and the City of Portage la Prairie.
7. The City of Portage la Prairie 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.
8. 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
  - Proof of the applicant's duration of residency in Portage la Prairie (1-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.)
    - A notice of assessment from Revenue Canada
- Confirmation of assets
  - Summary of all accounts with all banking institution/s 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.



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

For application submission deadline dates, see the website or contact the PCRC Portage la Prairie office.

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

Future intake periods will be dependent upon available funding.

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

Email: [crp@portagecrc.com](mailto:crp@portagecrc.com)

Phone: 204-240-4043