



Homeownership Down Payment Assistance Program Application Checklist

Please Read Carefully Before Submitting

- Submit Complete Application:** Please ensure your application is fully completed and all required supporting documents are attached before submitting it to our office.
- Incomplete Application:** If your application is incomplete, a Housing Support Associate will contact you for the missing information. However, applications will only be processed once all required documentation has been received in full.
- Processing Order:** Completed applications are processed on a first-come, first-served basis.
- Home Inspection Requirement (Resale Homes):** Applications for resale homes must include a home inspection report from an accredited home inspector. Applications without this report will not be processed. (Note: This requirement does not apply to new homes.)
- Importance of Home Inspections:** A professional home inspection provides a reliable assessment of the property's condition, helps identify potential issues early, and supports informed decision-making.
- Communication:** Please monitor your email regularly for updates on your application status. Phone inquiries regarding application status will not be answered.

☐ Eligibility Application Form – HO-01 completed and signed by applicant(s) with all required documents such as:

- ✓ Copy of proof of Residency Status in Canada for all applicants and all household members (Canadian Citizenship/Permanent Residency)
- ✓ Copy of birth certificates, Photo ID for all applicants and all household members (i.e. Passport, Photo Drivers License, Photo Health Card)
- ✓ Copy of Confirmation of Enrollment from institution for full time students over the age of 18 in your household (if applicable)
- ✓ Copy of current lease agreement with Landlord's name and contact information
- ✓ Copy of proof of a recent graduate post-secondary student within two (2) years of graduation (if income exceeds maximum)
- ✓ Copy of the Purchase and Sales Agreement for the purchased house
- ✓ Copy of mortgage approval documents (from a recognized financial institution)
- ✓ Copy of home inspection report (a summary of the report is acceptable)

☐ Bank Verification of Income and Assets HO-02 completed and signed by applicant(s) and financial institution

- ✓ Attach copy of each source of income for all members of household aged 18 and older (most recent Notice of Assessment)(EI/CPP/OAS, etc.)

Affidavit HO-03 completed, signed, and Commissioner's stamp his/her name and address and his/her signature. (A Commissioner is one that is appointed to administer oaths and take affidavits authorized by Law within Ontario such as a Judge, Lawyer, Master of the Supreme Court or the County Court, etc.)

Please submit your application one of the following ways:

By E-mail: housingprograms@london.ca

**In person to the Drop Box located at:
2nd Floor, London City Hall
300 Dufferin Ave**

**By Mail to:
City of London
ATTN: Homeownership Down Payment Assistance Program
PO Box 5035
300 Dufferin Ave
London, ON
N6A 4L9**