

## APPLICATION CHECKLIST

NOTE: We cannot process your MMF First Time Home Purchase application if required documentation is missing.

**YOU MUST ATTACH PROOF OF ALL SOURCES OF INCOME TO THIS**

The following information must be attached to your completed MMF First Time Home Purchase (FTHPP) Application:

<input type="checkbox"/>	MMF Citizenship Card & Photo Identification	For all applicant(s) attach a photocopy of your current Manitoba Metis Citizenship Card or Confirmation Letter from MMF Central Registry Office (CRO) Approving your Citizenship Application and one additional piece of photo ID; front and back. <b>e.g. Driver's License, Canadian Passport, Military ID, etc.</b>
<input type="checkbox"/>	Income	For each <u>Metis Family/Household over age 18</u> (excluding children in school full time and non-occupant guarantors), attach copies of current documentation verifying sources and amount of all income. E.g. (T4's and/or two of your most recent pay stubs, Tax Returns/Financial Statements for Self Employed, etc.).
<input type="checkbox"/>	Notice of Assessment	Attach a copy of your <b>Notice of Assessments (2 most recent years)</b> from Canada Revenue Agency <u>for each applicant and person over the age of 18 in the household</u> (excluding children attending school full time and non-occupant guarantors). If you do not have your Assessment, contact CRA or visit <a href="http://www.cra.gc.ca">www.cra.gc.ca</a> for more information.

Please attach the following if applicable:

<input type="checkbox"/>	Mortgage Pre-qualification	Attach verification from a financial institution or recognized mortgage lender (If you have taken this step) that you qualify for a mortgage. If you require a mortgage, your bank or mortgage lender can assist you with the mortgage pre-qualification process.
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**\*\*APPLICATION MUST BE SIGNED BY ALL APPLICANTS AND MUST ALSO INCLUDE A WITNESS SIGNATURE. WITNESS CAN BE ANY PERSON OVER AGE 18 WHO IS NOT PARTY TO THIS APPLICATION PROCESS\*\***

## Appendix A: Assisted Homeownership Application, MMF (confidential)

This program was developed by the Manitoba Metis Federation to help Metis citizens in need to take the step to home ownership. The Manitoba Metis Federation welcomes and encourages all Metis citizens who have **never** owned a home to apply through this program. All applicants must complete this application for evaluation. Guidelines can be viewed on either the LRCC website at [www.lrcc.mb.ca](http://www.lrcc.mb.ca) or the MMF website at <http://www.mmf.mb.ca>

**Process:**

Step 1: Complete application

Step 2: Include required attachments

Step 3: Mail it in or drop off at your

Regional Office for forwarding to

LRCC or Email to [info@lrcc.mb.ca](mailto:info@lrcc.mb.ca)

**The following definitions apply when completing the application:**

Combined Taxable Household Income is the taxable income of the Metis Family/Household as listed on the applicants CRA Notice of Assessments, excluding children (under age of 18) and non-occupant guarantor(s). Total taxable income of the household cannot exceed Program Guidelines of \$90,000. The applicant's total liquid assets inclusive of RRSP investments must also not exceed \$25,000 as the FTTHPP is a needs-based program.

The following sources of income may be eligible to be included in the calculations for mortgage qualification purposes and must be acceptable to CMHC and Financial Institutions;

- Gross salaries, wages, overtime payments, commissions, bonuses, tips, gratuities reported on T-4's;
- The greater of the net income from your business or the total withdrawals from the business as personal salary of purchaser(s) household who is self-employed and reported on your personal income tax return;
- The gross amount of Employment Insurance Benefits;
- The gross amount of WCB of Manitoba payments or other industrial accident insurance payments received as a result of illness or disability;
- The gross amount of any Old Age Security, federal Guaranteed Income Supplement as well as spouse's ;
- The gross amount of every kind of pension, allowance, benefit, and annuity whether from a federal, provincial, or municipal government of Canada or any other country or state or from any other source, (land claim settlements excluded);
- The gross amount of alimony, separation, maintenance, or support payments reported on your income tax return.
- The gross interest income earned from Banks or Credit Union accounts where a T-5 has been issued;
- The gross amount of interest earned or payable from bonds, debentures, term deposits or investments, certificates, mortgages, capital gains, or lump sum payments or other assets where T slips have been issued and income is reported on your personal tax return.

Household

For the purpose of calculating the combined Total Taxable Income, the amount of and proof of income will be required for every person of the "Household" where "Household" is defined as:

- a) A Metis individual;
- b) A Metis individual and the individual's spouse or partner;
- c) A Metis individual and if she or he has no spouse or partner then any children over the age of 18 who are employed fulltime or permanent part time who will have permanent residency in the home and will be on the title and mortgage of the home;



**MMF First Time Home Purchase Program**

**2. Household composition, excluding applicant(s)**

Name	DOB D/M/Y	Male/Female	Relationship to Applicant (daughter, son, partner, spouse etc.)	For each household member, please check the appropriate column	
				Metis	Non- Indigenous
1					
2					
3					
4					

Do all of the people listed live with you full time?     Yes     No

**If no**, provide the name of the person(s) & number of days per week they live with you.

Name	# of days/week	Reason for not living with you full time
1		
2		

**3. Combined Gross Household Income & Net Worth**

**What is your combined Taxable Household Income \$ \_\_\_\_\_**

Please submit the following proof of income (copies) with this request: Two years CRA Notice of Assessment and Notice of Reassessment (if applicable). Note: Copies of income tax returns may be required, two years T4 slip(s), and two current paystubs from source(s) of income.

For **self-employed applicants**, Two years CRA Notice of Assessments and/or Accountant Prepared Financial Statements/Statement of Business Activities will be required.

For this application, self-employment income will be reduced by all deductions allowed by the Canada Revenue Agency, except for the following:

1. Capital Cost allowances for the depreciation of assets;
2. Rent paid by the individual, where the individual operates the business from their residence;
3. Childcare expenses.

Please complete the following table detailing the combined personal net worth of all applicants:

ASSETS		VALUE	LIABILITIES	BALANCE OWING	MONTHLY PAYMENT
Cash on hand			Student loan		
Cash in the bank			Line of credit		
RRSP & savings			Bank overdraft		
Auto & truck			Bank loan		
Model / year _____			Credit cards (itemize)		
Model / year _____			Credit cards (itemize)		
Investments			Credit cards (itemize)		
Recreation vehicles					
Other assets			<b>TOTAL LIABILITIES</b>	\$	
<b>TOTAL ASSETS</b>	\$		<b>TOTAL NET WORTH</b>	\$	
			(Assets minus Liabilities)		

4. Program Priorities

Please identify which if any of the following Program Priorities apply (check all that apply):

- Residing in social housing       Escaping situations of violence

Briefly explain:

5. Other Concerns

Will homeownership address any of the following needs or concerns? (check all that apply):

- Overcrowding  Health and Safety  Accessibility need  Family reunification

Briefly explain:

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6. Present Accommodations

At present, do you:

- Rent or  Live with parents or a family member  Other, explain \_\_\_\_\_

If you are a current tenant, please provide name and phone number of landlord or the Social Housing provider:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Amount of monthly rent (if any) \$ \_\_\_\_\_ Are utilities included?  Yes  No

Have you or any other applicant **ever** owned a home, or have ownership in any home or any other real estate including cottages or undeveloped land?

- Yes  No If yes, provide reason(s) below and fill out the attached questionnaire.

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7. Additional Information

Have you signed an Agreement or Offer of Purchase and/or Sale?  Yes  No

*\*If you require MMF First Time Home buyer funds for a home purchase, please **do not** make an offer on a home unless you have received written confirmation that your MMF First Time Home Purchase Application has been approved.\**

Do you Have a Lawyer?

Yes  No | If Yes, Contact Info: \_\_\_\_\_

Do you have a Realtor?

Yes  No | If Yes, Contact Info: \_\_\_\_\_

Name of your Financial Institution & Contact Information:

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Please indicate applicant and co-applicant employer(s) name, address and/or other sources of income. If Length of Employment is less than one year please list previous Employer as well.

Applicant Name	Employer Name	Employer Address	Length of Employment
1.			
2.			
3.			
4.			

8. Residence History

Please provide your residence history (addresses) for the last three (3) Years;	Period of residency (dd/mm/yyyy) to (dd/mm/yyyy)
1.	
2.	
3.	

9. How did you hear about the MMF First Time Home Purchase Program?

Please choose all that apply:

- MMF Social media   
  MMF Website   
  MMF local   
  MMF Regional Office   
  Information Session  
 MMF Affiliate   
  Word of Mouth   
  Other \_\_\_\_\_

10. MMF First Time Home Purchase Program Terms

*Louis Riel Capital Corporation (LRCC), the administrator for the FTHPP will enter into a forgivable loan agreement (FLA) with each successful Metis applicant prior to advancing funds and will ensure that the terms of the FLA include a covenant by the Metis applicant to repay all or part of the advanced funds to LRCC if the terms of the FTHPP are not fulfilled ie. The property ceases to be the applicant's primary residence or the Metis applicant obtains their Bill C-31 First Nation Status under the Indian Act within ten (10) years following the date of possession. **This forgivable loan agreement will be registered as a Mortgage against the title to your home property until such time as your commitment under the FTHPP and FLA has been fulfilled. The mortgage represents the security & commitment to the FTHPP in the event of a default in the mortgage or terms of the FLA.***

*If successful, funds will be advanced to the solicitor acting for the purchaser to be held in trust pending completion of the sale. No funds will be advanced to any other party. The funds advanced are subject to the trust condition that the funds will be returned to LRCC if the transaction is not completed for any reason. If funds are returned to LRCC and the applicant wants to re-apply for the funding, the applicant must re-submit their application and meet the eligibility requirements.*

*All applicants who give personal information to LRCC shall be required to consent to the release of that information to the MMF in order to comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) and Freedom of Information and Protection of Privacy Act (FIPPA). The information provided on this application will be used for the purpose of determining eligibility and potential successful selection for the MMF FTHPP Assisted Homeownership program.*

MMF First Time Home Purchase Program

The undersigned consents to the release of information in this application form and the attached documents if required by law. Any questions regarding the collection or release of this information should be directed to:

Manitoba Metis Federation First Time Home Purchase Program  
C/O Louis Riel Capital Corporation  
340 – 150 Henry Avenue  
Winnipeg Manitoba R3B 0J7  
Email: [info@lrcc.mb.ca](mailto:info@lrcc.mb.ca)  
Fax: 204 589-0791  
Toll Free: 1 800 387 6004  
Local: 204 589-0772

*\*Please be advised that completion and submission of the MMF First Time Home Purchase Program Application Form does not guarantee application approval.\**

11. Applicant Declaration

*The undersigned hereby understands, agrees, and declares that:*

- the information provided on this request will be used for the purpose of determining preliminary eligibility for the MMF First Time Home Purchase Program (FTHPP)*
- a final written confirmation of eligibility for program funding will be issued after all other program requirements are met and prior to any forgivable loan agreement being signed;*

*I/we consent to the sharing of my/our information with LRCC or MMF strategic partners.*

*I/we, certify that the information provided in this application is true, complete and accurate to the best of my/our knowledge. I/we acknowledge that knowingly making a false or fraudulent application shall be considered sufficient cause for refusal of this application for the MMF First Time Home Purchase Program. I/we understand the terms and conditions for compliance are at the sole discretion of the Manitoba Metis Federation and/or the Program Administrator, Louis Riel Capital Corporation (LRCC). Furthermore it is understood and I/we are agreeable to LRCC conducting a full credit investigation including pulling an Equifax/Credit Bureau Report on us. I/we have read, understand and agree to the programs terms and conditions.*

Before submitting this application, the signature (s) MUST be witnessed & dated using the space provided below:

<b>Primary Applicant Name (required) (please print)</b>	Primary Applicant Signature	Date
<b>Co-Applicant Name (if applicable) (please print)</b>	Primary Applicant Signature	Date
<b>Witness Name (required) (please print)</b>	Witness Signature	Date

**For assistance with this application or questions regarding your submission, please contact:**

Louis Riel Capital Corporation  
The Program Administrator  
340 – 150 Henry Avenue  
Winnipeg Manitoba R3B0J7  
Email: [info@lrcc.mb.ca](mailto:info@lrcc.mb.ca)

Toll Free: 1-800-387-6004  
Local: 204-589-0772  
Fax: 204-589-0791



## **First Time Home Purchase Program-Previous Homeownership Questionnaire**

### **For Metis Applicant(s) only:**

Fill out the following questionnaire to determine if you would qualify for the First Time Home Purchase Program (FTHPP)

- 1) Are you a Manitoba Metis Citizen:**
  - a. Yes-Go to question 2
  - b. No- You are not eligible for the FTHPP
  
- 2) Are you intending on buying a property to occupy as your principal place of residence:**
  - a. Yes-Go to question 3
  - b. No-You are not eligible for the FTHPP
  
- 3) Have you owned a home (have you been on title) or have any ownership in any home including cottages or undeveloped land:**
  - a. Yes-You are not considered a first-time home buyer. However, if you have experienced a breakdown of marriage or common-law partnership, go to question 4
  - b. No-You are eligible to apply for the FTHPP
  
- 4) Have you owned a home (have you been on title) or have any ownership in any home including cottages or undeveloped land in the last 10 calendar years (January 1-December 31):**
  - a. Yes-Go to question 5
  - b. No-You are eligible to apply for the FTHPP
  
- 5) Have you been living separate and apart from your spouse or common-law partner because of a breakdown of your marriage or common-law partnership for a period of at least 1 year:**
  - a. Yes-Go to question 6
  - b. No-you are not eligible to apply for the FTHPP
  
- 6) Is the home you intend to buy different than your principal place of residence:**
  - a. Yes-You are eligible to apply for the FTHPP
  - b. No-You are not eligible to apply for the FTHPP