



## 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):** Home inspections are required for resale homes and must be submitted when the applicant signs the loan documents (after receiving approval). Cheques will not be issued to successful applicants until the Home Inspection is provided.
- 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) to be submitted after approval but prior to funding being issued

☐ 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](mailto: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**