



Housing Repair Program – Homeowner Stream Application Form

What is the Housing Repair Program?

The County Residential Repair Program has been developed to assist eligible homeowners with costs associated with necessary home repairs, including accessibility modifications. Funding is available to complete accessibility modifications to the home or property (i.e. ramps, chair lifts, grab bars).

Are you eligible to apply?

Please read the Program Guideline for the Housing Repair Program for detailed information.

How to submit your application?

Applications can be dropped off, mailed or emailed to:

County of Oxford, Human Services Department
Attention: My Second Unit
21 Reeve Street
Woodstock, ON
N4S 7Y3
Email: mrumble@oxfordcounty.ca

Submission Checklist

Note: We cannot process your application unless all of the following documents are submitted.

___ **Oxford County Housing Repair Application:** Please fill in all applicable spaces and sign.

___ **Photo Identification:** For each homeowner, attach a photocopy of one piece of photo ID (e.g. driver's licence, passport).

___ **Status in Canada:** For each homeowner, attach copies of birth certificate, citizenship document, Native Status card, permanent resident card, record of landing, convention refugee documentation, and/or refugee claimant form.

___ **Property Assessment Notice or Tax Bill:** A copy of your latest Tax Bill from the Municipality or Property Assessment Notice from the Municipal Property Assessment Corporation (MPAC), showing that taxes are paid up-to-date.

___ **Insurance and Mortgage Payments:** Provide written confirmation from the applicable institution that your mortgage and home insurance are paid up-to-date and in good standing.

___ **Proof of Property Coverage:** Attach a copy of your home insurance policy showing dwelling replacement coverage.

___ **Proof of Household Income:** Attach a copy of your latest T4, Notice of Assessment, or Pay-stubs clearly showing your annual household income.

Application Form

Housing Repair – Homeowner Stream

1. Property Owner(s)

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Phone: _____ Email Address: _____

2. Property Address

Address: _____

City/Province: _____ Postal Code: _____

3. Property Description

Dwelling Type: ☐ Single-Detached ☐ Semi-Detached ☐ Townhouse/Row House

Age of House: _____ Current Number of Bedrooms: _____

Value of Property: (\$) _____ How was this determined? _____

Active Bankruptcy (yes/no)? _____ Property Tax Paid Up-to-Date (yes/no)? _____

Mortgage Payments Up-to-Date (yes/no)? _____

Insurance Payments Up-to-Date (yes/no)? _____

4. Proposed Renovation Details

Proposed Renovation Type (select all that apply):

☐ Interior/Exterior ☐ Accessibility Modifications

Proposed work to be completed in support of secondary unit – Please fill Appendix 1: Scope of Work section at the end of this application to provide a detailed description of the Work.

5. Funding From Other Sources

Was the property purchased with a down payment assistance through any federal/provincial or County funded programs? ☐ Yes ☐ No

Has this property received previous renovation funding? ☐ Yes ☐ No

If yes to either of the above, provide further details:

6. Homeowner Responsibilities

As the homeowner, I/we acknowledge and agree that it is my/our responsibility to obtain all approvals/permits related to the repairs and modifications, including Municipal Building Permits, Municipal Building Department approval of drawings, Electrical Safety Authority (ESA) permits and inspections, and all other related approvals/permits. I/we also acknowledge and agree to comply with all relevant Fire Code requirements and provisions under the Construction Lien Act. I/We agree to the following:

1. All required supporting documentation outlined in the Submission Checklist is attached to my/our application.
2. When Conditional Approval is issued by the County, I/we will:
 - a. Submit a quote for all of the work to be completed for the repairs outlined in the Scope of Work to the County to determine available funding for your project;
 - b. Start work within 30 days of receiving final approval and complete the work within 8 months of the start date, unless otherwise approved by the County.
3. I/we agree to sign a Funding Agreement, a Promissory Note, and any grant-related documentation (security or mortgage/charge), outlining the scope of work, funding amount, roles and responsibilities.
4. I/we agree to allow site visits by the County of Oxford at any time during the work.
5. **I/We knowledge that any work started or completed prior to final approval, will not be eligible for funding**

7. Declaration

I/we hereby confirm that I/we are the owners of the house and property located at the address indicated on this application and that no other person is an owner.

I/we hereby grant permission to the County of Oxford to make any necessary inquiries to verify liabilities, and homeownership, including conducting a title search on the property.

I/we hereby acknowledge that if my/our grant application is accepted it may not apply to any costs for fees/permits or work started or completed prior to final approval (Funding Agreement).

I/we hereby acknowledge that if my/our grant application is accepted I/we cannot claim or apply for any Federal, Provincial, or Municipal home assistance program funding for 10 years unless directed otherwise in writing by the County of Oxford

I/we hereby certify that all information contained in this application is true and complete in every respect.

I/we agree to adhere to all Program requirements, rules and timelines throughout the process.

I/we acknowledge that in the event that a false declaration is knowingly made, the County of Oxford shall have the right to cancel the approval and recover any paid funds.

I/we consent to the use, disclosure, transfer and exchange of information contained in this application, and associated documents and verifications, for the purpose of: verifying the validity and accuracy of the information provided; determining the eligibility of the household to receive Program funds; to provide information to the municipal, provincial or federal governments to satisfy Program reporting requests and requirements; to determine eligibility during the Program period, and may be used for other purposes allowed by law.

I/we have read, understood and agree to the terms and conditions listed above.

Homeowner Name (please print): _____

Signature: _____ Date: _____

Homeowner Name (please print): _____

Signature: _____ Date: _____

Appendix 1: Scope of Work:

Describe the work to be completed: