

Required Documentation

For A

Housing Subsidy Allocation Application

As per the Algonquins of Pikwàkanagàn Housing Policy
(approved by Council Oct. 31, 2003)

The following list (items printed in bold print) are items that should be included with the Housing Subsidy Allocation Application:

Section 3. General Eligibility Requirements

3.1

- a) proof of being a registered member of the Algonquins of Pikwàkanagàn
(letter from Jan Leroux verifying membership)
- b) good financial standing with the Algonquins of Pikwàkanagàn Council
(letter from the Finance Department verifying good financial standing)
- c) proof of full legal custody of registered minors claimed as dependants
(custody documents, only if applicable)

3.3

- c) proof of age – be at least 21 years of age
(this information will be included in the letter from Jan Leroux verifying membership)
- d) proof of residency for at least 12 consecutive months immediately preceding the date of application.
(letter from Jan Leroux verifying residency)

3.4

- a) Proof of Land Ownership – if applicable
(attach a copy of your Certificate of Possession)

or if you are Applying for Band Owned Land –
(written request for band land as part of your subsidy application)

Applicant must be prepared to pay for costs of soil test and land survey
(indicate in writing that you are prepared to pay for these costs)

OR if you own the lot and the land has been surveyed already it will be indicated on the certificate of possession. Please note the land must be surveyed by a Canada Land Surveyor.)

- b) **Site Plan** showing the intended building site, property boundaries and the planned locations of the house, well, septic system, driveway and hydro power line.

- c) **Approved Blueprints – Plans**
(See the Housing Coordinator for review of Plans, he will let you know if they are approved plans or can assist you in getting approval)
 - d) Detailed Cost Estimate for construction using the blueprints submitted
(complete the budget calculation sheet provided and include estimates from contractors and costing from suppliers, Elvin will help with this.)
 - e) Prove financial ability to complete house construction to 97 %
State how you intend to meet the total cost of construction by:
Either providing proof of pre-approved mortgage
Or stating your intention to apply for a First Nation Housing Loan
 - g) Provide proof that the provision of hydro is within the budget.
(Include this cost in the budget calculation sheet)
 - h) Attend Homeowner Information Session
(In writing state your intention/willingness to attend this session.)
- 3.5 If the applicant has previously shared a joint housing subsidy allocation award and has since divorced/separated and is reapplying for a housing subsidy allocation he/she must provide proof:
- i) **that he/she has been separated/divorced from that spouse for a minimum of 5 years**
 - ii) **he/she is not currently in possession of original subsidized home**
- 4.1
- b) Provide credit rating printout from the Pikwàkanagàn Administration
 - c) Provide letters of reference from landlords over the past 5 years

Documentation Required As per Housing Subsidy Allocation Application Form

Proof of family finances by providing:

- T-4 slip from the previous year**
- Current Bank account statement**
- List of investments (if applicable, i.e. bonds)**
- List of property currently owned**

Documentation Required As per the Pikwàkanagàn Housing Loan

3 current letters of refusal, signed by a bank official, from the bank or financial institution of your choice

Letter from Finance Department indicating you are free from any debt, signed by Finance official

PLEASE NOTE: This guideline is for information purposes only to assist applicants in completing the housing subsidy allocation applications. To ensure your application is completed and all documentation is provided please refer to the Algonquins of Pikwàkanagàn Housing Policy.