

Owner Builder

Permission to Sell Application



Homeowner
Protection Office

Section 20.1(2) of the Homeowner Protection Act allows an owner builder to apply to the Homeowner Protection Office registrar for permission to sell or offer for sale a new home under construction or within the prescribed period of time (12 months) after the new home has been built if the registrar is satisfied that the person would suffer undue hardship if the permission is not granted, and the person pays the prescribed fee (\$100). Under section 20.1(3) the registrar may impose conditions on a permission granted under section 20.1(2).

APPLICATION CHECKLIST AND INFORMATION

The following must be mailed to the Homeowner Protection Office (HPO):

- One fully completed copy of the application. Please print clearly in black ink. The application must have the **original** signature of the owner builder.
- Non-refundable payment in the amount of \$100 for the application fee (cheques payable to the Homeowner Protection Office).
- Copies of all supporting documentation.
 - For applicants claiming financial hardship, supporting documentation must include:
 - Proof of income for all household members (pay slips and tax returns)
 - A copy of BC Assessment Authority notices for each property where the owner builder is named on title
 - Completed Mortgage Confirmation Certificate(s) for each property where the owner builder is named on title
 - Statement of Business Activities, if owner builder is self-employed
 - Company financial statement if owner builder is the primary or sole owner of a limited company

Mail to:
Homeowner Protection Office
Attention: Registrar
PO Box 11132 Royal Centre
Suite 2270–1055 West Georgia Street
Vancouver BC V6E 3P3

APPLICANT'S INFORMATION

Last Name:	First Name:
Date of Birth: (mm/dd/yr)	Driver's Licence Number:
Spouse/Partner Last Name:	First Name:
Date of Birth: (mm/dd/yr)	Driver's Licence Number:

OWNER BUILDER AUTHORIZATION NUMBER:

ADDRESS OF OWNER-BUILT HOMEStreet Address:

City/Town:

Province:

Postal Code:

ADDRESS OF APPLICANT *(if different from above)*Street Address:

City/Town:

Province:

Postal Code:

HOW DO WE CONTACT YOU TO DISCUSS THIS APPLICATION?Telephone:

Home: ()

Work: ()

Cell: ()

Email address:

CONSTRUCTION INFORMATION FOR OWNER-BUILT HOME**BUILDING PERMIT NUMBER:**

STAGE OF CONSTRUCTION COMPLETED:

- Not started
- Foundation only
- Framing
- Building Envelope
- Complete

OCCUPIED: Yes No**OCCUPANCY DATE:**

OCCUPANCY PERMIT DATE:

REASON FOR REQUESTING PERMISSION TO SELL

Please attach additional pages if necessary and include copies of supporting documentation, including financial information, job transfer verification, medical notes, legal documents, etc., as applicable.

FINANCIAL INFORMATION (Required for applicants claiming financial hardship only)**TOTAL HOUSEHOLD INCOME**

Total household income is the current year's gross income (before deductions) of all owners of the home and their spouse(s) or partners, even if not on title. (Please provide a **Copy** of tax returns submitted to Revenue Canada and a **Copy** of a current pay slip as a proof of income)

Source of Income	Homeowner (1)	Spouse/Partner (2)	Other Homeowner (3)	Other Spouse/Partner (4)
Name				
Occupation				
Employer				
Yearly gross salary, wages, commissions, part-time earnings, etc.				
Employment insurance benefits				
Social assistance, welfare, worker's compensation				
Old Age pension, Canada pension, private pension, annuities, provincial supplement, veteran's allowance, disability pension				
Bank interest, dividend income and investment income				
Alimony or child support payments received				
Self employed or seasonally employed earnings (use net income and add on capital cost allowance and depreciation)				
Gross rental income				
Other income (please specify)				
TOTAL INCOME ALL SOURCES				
Add columns (1)+(2)+(3)+(4) TOTAL HOUSEHOLD INCOME				\$

WHAT LIQUID ASSETS DO YOU HAVE? (You may be asked to provide supporting documentation)

Liquid Assets	Homeowner (1)	Spouse/Partner (2)	Homeowner (3)	Spouse/Partner (4)
Cash and Bank Deposits				
Term Deposits / GIC(s)				
Stocks / Bonds / Marketable Securities				
RRSPs				

OTHER REAL ESTATE PROPERTIES

Do you own any other real estate? Yes No If yes, please provide the following for each property. (Attach additional pages if necessary)

Address:

Assessed Value: \$

Mortgage Balance Owing: \$

Mortgage Lender:

OTHER DEBTS

Please provide details of your other debt obligations, eg. car loans, lines of credit, credit cards (where you carry over a balance from month to month) and any other loans.

Name	Amount	Monthly Payment	Maturity Date
	\$		
Total	\$		

DECLARATION AND AGREEMENT *(Must be signed by all applicants)*

I declare that all information on this application is accurate and complete in all respects.

I acknowledge that the HPO is subject to the provision of the *Freedom of Information and Protection of Privacy Act*.

I confirm that my spouse or partner, if any and living with me in the home, is named in this Application.

I hereby grant permission to the HPO to carry out any necessary inquiries for the purpose of verifying any information provided in this application.

I have read and agree to the above declaration

Signature:

Print full name:

Date: (mm/dd/yy)

PAYMENT INFORMATION

Cheque to the Homeowner Protection Office in the amount of \$100 is enclosed

OR

Credit Card Authorization for payment of \$100 to the Homeowner Protection Office

Card type: VISA Mastercard

Card number:

Card expiry: (month/year)

Cardholder name as printed on card:

Date: (month) (day) (year)

Cardholder signature:

Note: For protection of your privacy, any credit card information will be destroyed after processing your payment.