

**Freedom of Information and Protection of Privacy**

Personal information on this form is collected under section 32(1)(g) of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, c. F-15-01, and will be used for assessing your application for credit. If you have any questions about this collection of personal information, you may contact Finance PEI, 94 Euston Street, 2nd Floor, Charlottetown, PE C1A 7M8, (902) 368-6200, [financepei@gov.pe.ca](mailto:financepei@gov.pe.ca).

<b>1</b>	<b>APPLICANT INFORMATION</b>	Please complete <b><u>ALL</u></b> details in this section; incomplete applications will not be processed			
Applicant:	<div style="display: flex; justify-content: space-between;"> <span>_____ (Surname)</span> <span>_____ (First Name)</span> <span>_____ (Second Name)</span> <span>_____ Date of Birth (dd/mmm/yyyy)</span> </div>				
	<div style="display: flex; justify-content: space-between;"> <span>_____ Marital Status</span> <span>_____ Social Insurance Number</span> <span>_____ Phone Number</span> <span>_____ Email Address</span> </div>				
Current Address:	<div style="display: flex; justify-content: space-between;"> <span>_____ (Civic Address &amp; Apartment #)</span> <span>_____ (P.O. Box)</span> </div>				
	<div style="display: flex; justify-content: space-between;"> <span>_____ (City/Town)</span> <span>_____ (Province)</span> <span>_____ (Postal Code)</span> </div>				
Co-Applicant:	<div style="display: flex; justify-content: space-between;"> <span>_____ (Surname)</span> <span>_____ (First Name)</span> <span>_____ (Second Name)</span> <span>_____ Date of Birth (dd/mmm/yyyy)</span> </div>				
	<div style="display: flex; justify-content: space-between;"> <span>_____ Marital Status</span> <span>_____ Social Insurance Number</span> <span>_____ Phone Number</span> <span>_____ Email Address</span> </div>				
Current Address:	<div style="display: flex; justify-content: space-between;"> <span>_____ (Civic Address &amp; Apartment #)</span> <span>_____ (P.O. Box)</span> </div>				
	<div style="display: flex; justify-content: space-between;"> <span>_____ (City/Town)</span> <span>_____ (Province)</span> <span>_____ (Postal Code)</span> </div>				
Current Rent Details:	<div style="display: flex; justify-content: space-between;"> <span>_____ Monthly Rent Amount</span> <span>_____ Utilities included</span> </div>				

<b>2</b>	<b>INCOME INFORMATION</b>				
		<b>Projected Total Income for <u>This Year</u></b>		<b>Employment Income from Notice of Assessment 2024</b>	
	Applicant	\$	_____	\$	_____
	Co-Applicant	\$	_____	\$	_____
	<b>Total Household Income</b>	\$	_____	\$	_____
	<b>Note<sup>1</sup>:</b> Total Income as per line 15000 from your Canada Revenue Agency "Notice of Assessment" for the last taxation year filed				

<b>3</b>	<b>EMPLOYMENT INFORMATION</b>				
Applicant:	_____ (Name and Address of Employer)				
	<div style="display: flex; justify-content: space-between;"> <span>_____ (Permanent / Contract / Seasonal)</span> <span>_____ (Length of Employment)</span> <span>_____ (Part Time / Full Time)</span> </div>				
Co-Applicant:	_____ (Name and Address of Employer)				
	<div style="display: flex; justify-content: space-between;"> <span>_____ (Permanent / Contract / Seasonal)</span> <span>_____ (Length of Employment)</span> <span>_____ (Part Time / Full Time)</span> </div>				

<b>4</b>	<b>SUPPORTING DOCUMENT CHECKLIST</b>	
The following information is required with this application to pre-determine eligibility for the program:		
<input type="checkbox"/>	Each Applicant is to provide a copy of their Notice of Assessment from the Canadian Revenue Agency (CRA), for the previous Taxation Year. This document can be downloaded from your online "My Account" with CRA.	
<input type="checkbox"/>	Two of the following: A copy of each applicant's Birth Certificate, Passport, Driver's License, or Government-issued Photo ID.	
<input type="checkbox"/>	A written employment verification letter from their employer(s) confirming their date of hire, position, annual income and employment status (Full Time, Part Time, Casual, Seasonal, Term)	
<input type="checkbox"/>	A copy of your mortgage financing decline letter from a recognized financial institution.	

<b>5</b>	<b>CERTIFICATION AND AUTHORIZATION</b>	
<p>1) I/We declare today that I/we do not own a home that constituted a principal residence, as defined in the Prince Edward Island <i>Real Property Transfer Tax Act</i>.</p> <p>2) I/We declare that I/we do not have the financial ability to qualify for a mortgage with a recognized financial institution, for the purchase of a program eligible home.</p> <p>3) I/We declare that the real property rented with the assistance of the Rent to Own Pilot Program will be occupied as my/our principal residence.</p> <p>4) I/We declare the information provided in this application to be complete and true.</p> <p>5) I/We understand that the information provided in this application is being collected for the express purpose of obtaining financial assistance from Finance PEI under this program. This information will only be disclosed to those employees of Finance PEI who need the information to carry out the responsibilities of their job and to other organizations that may need to be contacted in order to process the application.</p> <p>6) I/We hereby grant Finance PEI, or its agents, permission to carry out necessary inquiries for the purpose of determining my/our income, assets, liabilities and credit information from any sources to which it may apply, and each such source is hereby authorized to provide Finance PEI with such information.</p> <p>7) I/We authorize Finance PEI to investigate any or all of the statements made herein, being fully aware that discovery of any false statements will cancel this application. I/We further agree that such action by Finance PEI will be without penalty or liability for damages.</p> <p>8) I/We understand that this application does not constitute an agreement by Finance PEI or its representatives to provide Rent to Own assistance.</p> <p>9) I/We further acknowledge the right of Finance PEI or its agent(s), at any time prior to the execution and delivery to me/us for assistance hereby applied for, to withdraw, revoke, or cancel, without penalty or liability for damages or otherwise, any acceptance or approval of this application made or given.</p> <p>10) I/We acknowledge residence in the rental property is restricted to the individuals named in this agreement and their minor dependants. No other persons are allowed to live in the property with out the landlord's prior written consent.</p>		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;"> <hr style="width: 30%;"/> <p>(Applicant's Signature)</p> </div> <div style="text-align: center;"> <hr style="width: 30%;"/> <p>(Co-Applicant's Signature)</p> </div> <div style="text-align: center;"> <hr style="width: 30%;"/> <p>(dd/mm/yyyy)</p> </div> </div>		

<b>6</b>	<b>SUBMIT COMPLETED &amp; SIGNED APPLICATION AND SUPPORTING DOCUMENTS TO</b>	
<p><b>Logan O'Donnell</b>  <b>Finance PEI</b>  <b>94 Euston Street, 2nd Floor</b>  <b>PO Box 1176</b>  <b>Charlottetown, PE C1A 7M8</b>          Telephone: (902) 569-7550;    Email: <a href="mailto:RTO@gov.pe.ca">RTO@gov.pe.ca</a></p>		