

<u>Privacy section:</u> Newfoundland and Labrador Housing Corporation (NLHC) is subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Applicants/clients have a right of access to the existence, use and disclosure of their personal information. Further to Section 61.(c) of ATIPPA, NLHC requires applicant(s) Social Insurance Number (s), as that information relates directly to and is necessary for the operation of NLHC programs.	<u>Return to:</u> Contact Centre Newfoundland and Labrador Housing Corporation 2 Canada Drive, P. O. Box 220 St. John's, NL A1C 5J2 <u>Fax to:</u> (709) 724-3037 Applications will be dated when post marked if mailed or when received.
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If you have already received HESP or Residential Energy Efficiency Program (REEP) assistance you are not eligible to apply.

1	APPLICANT INFORMATION	NOTE: Incomplete applications will be returned unprocessed.
Applicant: _____ (Last Name) _____ (First Name) _____ (Initial) Date of Birth: Y M D Social Insurance Number: Marital Status: _____ Co-Applicant: _____ (Last Name) _____ (First Name) _____ (Initial) Date of Birth: Y M D Social Insurance Number: Marital Status: _____ Telephone Numbers (Required to book inspections): (Home) - (Work) - (Cell) - Address: _____ (Street/Apartment) _____ (P.O. Box) _____ (City/Town) _____ (Province) _____ (Postal Code) Email Address: _____		

1	APPLICANT INFORMATION (CONTINUED)	
Do you own your house: ☐ Yes ☐ No Currently, I live in: ☐ Semi-detached ☐ Row Housing ☐ Single Dwelling Proof of home ownership (Deed, Mortgage, Bill of Sale or Affidavit) must accompany this application. Please indicate if it is already on file for a current application (within the past 12 months): ☐ Yes ☐ No Number of bedrooms in current dwelling: ☐ One ☐ Two ☐ Three ☐ More Primary Heat Source: ☐ Oil ☐ Electricity ☐ Other _____ Annual Heat Costs: _____ If your primary heat source is electricity, you must provide proof of your annual consumption. Electrical consumption can be obtained from Newfoundland Power by calling 1-800-663-2802 or NL Hydro by calling 1-888-737-1296. If your primary heat source is oil, you must provide proof of your annual consumption. This information can be obtained from your oil company. In what year was your house built? _____ Have you applied for the Provincial Home Repair Program (PHRP) this year? ☐ Yes ☐ No If you have oil heat, are you aware of any asbestos insulation around your duct work? ☐ Yes ☐ No ☐ Don't Know What type of attic insulation do you have? ☐ Cellulose ☐ Fibreglass ☐ Vermiculite ☐ Other _____		

2	DECLARATION	
1. I/We declare the above information provided in this application to be complete and true. 2. I/We understand that the information provided in this application is being collected for the purpose of administering NLHC programs. This information will only be disclosed to NLHC personnel who need the information to carry out the responsibilities of their job, and to other organizations who may need to be contacted in order to process the application. Statistics on NLHC programs will be reported at the provincial/regional level and will not personally identify individuals. Section 61(c) of the Access to Information and Protection of Privacy Act, 2015 (ATIPPA) authorizes NLHC to collect personal information that "... relates directly to and is necessary for an operating program or activity of the public body." Questions about NLHC's collection of personal information may be directed to NLHC's ATIPPA Coordinator by telephone (709) 724-3004 or by mail P.O. Box 220, 2 Canada Drive, St. John's NL A1C 5J2. 3. I/We hereby grant NLHC, or its agents, permission to carry out necessary inquiries for the purpose of determining my/our income, assets, liabilities and credit information. 4. I/We hereby grant NLHC and/or its agents permission to carry out a pre and post upgrade inspection of my/our property. 5. I/We agree to comply with all requirements of any governing legislations applicable to the program. 6. I/We authorize NLHC 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 NLHC will be without penalty or liability for damages.

7. I/We understand that this application does not constitute an agreement by NLHC or its representatives to provide housing assistance.
8. I/We further acknowledge the right of NLHC or its agent(s), at any time prior to the execution and delivery to me/us for housing programs 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.

Date

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Y

M

D

Applicant_____
Co-Applicant

Reminder: Only completed applications with an attached proof of annual electrical/oil consumption (if applicable) (see section 1 above), consent to receive income information from Canada Revenue Agency, and proof of home ownership (Deed, Mortgage, Bill of Sale, or Affidavit) will be accepted.

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CANADA

PROVINCE OF NEWFOUNDLAND AND LABRADOR

In the matter of ownership of house and property at _____,
Newfoundland and Labrador, Canada.

AFFIDAVIT

I/We, _____, of _____,
in the Province of Newfoundland and Labrador, make oath and say as follows:

1. That I/We am/are, at present, _____ years of age.
2. That I/We am/are the sole owner/s of house and property and have been living in this house since _____.
3. That it is acknowledged throughout the community of _____ that both house and surrounding property is under my/our exclusive and sole ownership.
4. That no person or persons have ever made a claim to ownership of this property and no individual has ever asserted that I/We am/are not the rightful owner.
5. That we swear this Affidavit conscientiously believing it to be true and knowing it is a criminal offence to falsely swear an Affidavit.

SWORN TO at _____,
in the Province of Newfoundland & Labrador,
this _____ day of _____, 20____ A.D.,
Before me:

Homeowner

Spouse (if applicable)

Witness
(Commissioner of Oaths, Notary Public
or Justice of the Peace in and for the
Province of Newfoundland and Labrador)

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Canada Revenue Agency Income Consent for Programs

Only applications which include this signed consent will be accepted for processing.

I/we hereby consent to the release of information from my/our previous year's income tax return (and, if applicable, other required taxpayer information about me/us whether supplied by me/us or by a third party) by the Canada Revenue Agency to the Newfoundland Labrador Housing Corporation (NLHC).

I understand that this taxpayer information will be used by NLHC to verify my/our eligibility and entitlement for housing programs and services offered by NLHC under Section 23(e) of the *Housing Corporation Act*, and that it will not be disclosed to any other person or organization without my/our approval.

Section 61(c) of the *Access to Information and Protection of Privacy Act, 2015* authorizes NLHC to collect personal information that "relates directly to and is necessary for an operating program or activity of a public body". If there are any questions about the NLHC's collection of the Taxpayer information I/we may contact NLHC's ATIPPA Co-ordinator at 709.724.3004.

I understand that this authorization is valid for the current taxation year as well as each subsequent consecutive taxation year for which assistance may be or has been requested.

I have given this consent voluntarily and I am aware that it may be revoked in writing (NLHC ATIPPA Co-ordinator, P.O. Box 220, 2 Canada Drive, St. John's NL A1C 5J2) at any time, except where action has already been taken.

Applicant's signature

**Co-applicant's signature
(if applicable)**

Date

Date

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Backgrounder

Home Energy Savings Program (HESP)

What is the Home Energy Savings Program (HESP)?

HESP is designed to assist households with low income in making energy efficient retrofits to their homes. The program assists clients with retrofits that will make their homes more affordable and reduce greenhouse gas emissions that contribute to climate change.

What assistance is available under HESP?

Newfoundland and Labrador Housing Corporation (NLHC) will provide a pre and post-energy evaluation.

For owners of single, row and semi-detached housing, assistance is available in the form of a grant up to \$5,000.

Condo owners are not eligible for HESP assistance.

What repairs or renovations qualify under this program?

All repairs will be identified through an energy evaluation, which will determine the best possible solutions for energy efficiency. A post-energy evaluation will also be required to confirm that identified work was completed. Examples of some repairs that will create energy efficiency are: basement and attic insulation, and draft-proofing.

Who is eligible?

Homeowners with incomes of \$42,500 or less per year. (\$65,000 in Labrador). If your primary heat source is oil/electricity, you must provide proof of your annual consumption. Annual electrical consumption can be obtained by calling Newfoundland Power at 1-800-663-2802 or NL Hydro at 1-888-737-1296.

Proof of home-ownership must be provided with the application to the satisfaction of NLHC. Homeowner(s) must provide consent

to allow NLHC to receive income information from Canada Revenue Agency. Incomplete applications will be returned.

If you have already received HESP or REEP assistance you are not eligible to apply.

How are eligible homeowners selected for the program?

There is limited funding available. Applicants will be served on a "first-come, first-served" basis. Applications can be dropped off at any NLHC office, and will be date stamped when received, or if mailed the post-mark date will be used.

Additional Information

Additional information is available online at www.nlhc.nl.ca or at the regional NLHC office nearest you. Inquiries can be made directly to:

Toll Free: 1-866-331-3436 or
Telephone: (709) 724-3000
Fax: (709) 724-3037