

Seniors Home Adaptation and Repair Program

INFORMATION GUIDE AND LOAN APPLICATION AND AGREEMENT

The Seniors Home Adaptation and Repair Program (SHARP) provides low-interest home equity loans for home repairs, adaptations and renovations that help seniors:

- Remain independent in their homes.
- Be safe in their homes.
- Adapt and modify their homes to improve accessibility and mobility.
- Improve the energy efficiency of their homes.

Examples include but are not limited to plumbing, heating and furnace upgrades, electrical, fencing, roof repairs, widening doorways, window replacement and stair lifts. (see page three for additional examples).

SHARP will not provide a loan for repairs and adaptations that are non-essential and/ or products (e.g. appliances, furnishings and portable devices) and services (e.g. cosmetic gardening) not related to home repairs.

If you qualify for a loan you do not need to make monthly repayments. You repay the loan when you sell your home, move, or sooner if you choose, without penalty.

If you are a lower-income senior who is not eligible for a loan you may be considered for a grant. You will be contacted by the program during the review of your application and informed about any financial assistance for which you may qualify.

LOAN ELIGIBILITY

You may be eligible for a loan if you have income within the qualifying threshold and are:

- Age 65 or older and listed as a registered owner of a residential property in a Land Titles Office (only one spouse/partner needs to be 65),
- A Canadian citizen or permanent resident of Canada,
- An Alberta resident and have lived in Alberta for at least three months.

PROPERTY QUALIFICATIONS

Your property may qualify for a loan if it meets the following conditions:

- Primary residence of the owner (where the owner ordinarily resides). Second homes, such as summer homes, rental properties and commercial properties, do not qualify.
- Covered by home insurance at full replacement value.
- Sufficient equity (see Equity Calculator).

Only residential properties qualify.

Mobile homes and manufactured homes on residential property owned by the senior are eligible to apply.

The residential portion of farmland or commercial property may be considered.

If you are a mobile homeowner and you do not own the land on which your mobile home resides, you will not be eligible to receive the loan. If you are lower-income, your application may be considered for a grant to cover some or all of the cost of your requested home repair (see SHARP Grant).

REGISTERED OWNERS

You may be eligible for a loan if your primary residence is registered with a Land Titles Office as a fee simple (typical homeowner) or leasehold.

The applicant and, if applicable, a spouse/ adult interdependent partner (partner) and all registered owners of the property are required to sign the application form.

REGISTRATION OF SECURITY FOR THE LOAN

- SHARP will register a caveat against your certificate of title to secure any loan you receive.

INCOME ELIGIBILITY

- Your and your spouse/partner's (if applicable) total combined income (line 150 of your 2016 tax return) is used to determine your eligibility for a loan.
- You may be eligible for a loan if your total combined income is less than \$75,000 (single seniors or senior couples).
- With your consent, income information for you and your spouse (if applicable) will be obtained directly from the Canada Revenue Agency.
- **Income information for other property owners is not required unless a spouse/partner of the applicant.**

Only the income sources needed to determine your eligibility will be collected. The following deductions from total income may be considered.

- Adjustments for Pension Income Splitting
- Registered Disability Savings Plan Income
- Canada Pension Plan Death Benefit
- Supplementary Accommodation Benefit

EQUITY CALCULATOR

Use this calculator to determine if you have the minimum equity to qualify for a loan.

Assessment value of your home	\$	
Assessment value × 0.75 =	\$	A
Total charges (e.g. line(s) of credit, mortgage(s) and any other registered charges)	\$	B
Amount of the loan you are applying for (cannot exceed \$40,000)	\$	C
Add Line B and Line C	\$	D
To be eligible for a loan	D MUST BE LESS THAN or EQUAL TO A	

REGISTERED CHARGES AFFECTING ELIGIBILITY FOR A LOAN

- Any charges registered against your primary residence that may prevent you from being able to repay your loan must be removed from your land title certificate before you can qualify for a loan.
- Some common examples of charges that may prevent you from being eligible for a loan are:
 - Certificate of Lis Pendens (pending litigation)
 - Reverse Mortgage
 - Maintenance Enforcement
 - Bankruptcy

MINIMUM EQUITY

To qualify for a loan, you must maintain a minimum of 25 per cent equity in your primary residence after the loan amount is applied. This means that all charges registered against the land title of your primary residence, including the requested SHARP loan, cannot exceed 75 per cent of the property's assessed value.

The property's assessed value is based on the property tax assessment prepared by your municipality. All charges registered against your primary residence, including the registered value of your mortgage, line of credit, the amount of the loan you are requesting from SHARP and any other registered charge that has a monetary value, will be used to determine your equity.

If you do not have sufficient equity to qualify for a loan, your application may be considered for a grant to cover some or all of the cost of your requested home repair.

HOME REPAIRS, ADAPTATIONS AND RENOVATIONS ELIGIBLE FOR A LOAN

Following is a list of some of the home repairs, adaptations and renovations for which you could receive a loan. SHARP may provide a loan for repairs and adaptations that are essential to the structure, upkeep or energy efficiency of the home, as well as the health, safety and mobility of its occupants. You must provide a receipt or an estimate for all home repairs, adaptations and renovations you are applying for. You can provide estimates or receipts for home repairs, adaptations and renovations completed and/ or paid for within 12 months before the date SHARP receives your application form.

Examples of Loan Eligible Home Repairs, Adaptations and/or Renovations (but not limited to)			
Basement Development	Fence	Landing Pad	Soffits/Fascia/Eaves
Bath Lift	Fire Safety-Smoke Detector	Laundry Room Adaptation	Stair Lift
Bathroom Adaptation/Repair	Flooring	Light Fixture-Wired In	Stairs
Carpet Replacement	Foundation	Mobile Home Insulation	Steps/Landing/Railing
Ceilings	Furnace	Mobile Home Leveling	Structural Repair
Chimney Repair/Replacement	Garage/Car Port Roof	Mobile Home Skirting	Sump Pump
Cistern	Garage Door	Painting – Exterior/Interior	Threshold Ramp
Cooling System-not portable	Grab Bar	Plumbing	Toilet
Door Widening	Hallway Modification	Pocket Door	Transferring Device-Mobility
Doors-Exterior/Interior	Hand Rail	Porch Lift	Tree Removal
Driveway	Heating System-not portable	Pressure Pump/Tank	Utility Service
Drywall	Hot Water Tank	Ramps	Walk In Shower/Tub
Electrical Repair	House Roof	Sewer/Septic Tank	Walls
Entryway Modification	Insulation	Sidewalk	Well
Faucet/Sink/Vanity	Kitchen Adaptation/Repair	Siding/Exterior Wall	Windows

CONSUMER INFORMATION AND RIGHT TO CANCEL CERTAIN CONTRACTS

Before you hire a contractor, do your homework.

- Refer to the Consumer Tips – Home Renovations insert that was provided with your application package.

Under this program you have cancellation rights if you sign a contract for home repairs, adaptations and renovations and it is determined you are ineligible for a loan. Services or materials agreed to in the contract cannot be accepted by you (for example, received or installed) before you are notified by the program that you are ineligible for a loan or you will lose your cancellation rights.

To enable your cancellation rights you must apply to the SHARP within 45 days of the date you sign the contract. If you cancel a contract within 30 days of receiving notification from the program that you are ineligible for a loan, you are not required to begin or pay for the home repairs, adaptations and renovations agreed to in the contract and the contractor must refund any money you have paid to them under the contract within 15 days.

If you are eligible for a loan, you do not have cancellation rights under SHARP but you may have other rights under the *Fair Trading Act*.

INTEREST ON THE LOAN

- Interest on the loan will start on the date that SHARP direct deposits the loan into your bank account and will end when the loan has been repaid.
- The interest rate is variable and is set every six months on April 1st and October 1st.
- The program charges simple rather than compounded interest. This means interest is charged only on the loan amount and not on the accumulated interest.
- You will receive semi-annual loan statements in April and October confirming the balance of the outstanding loan, including interest.
- For the current interest rate or to estimate your loan charges, please visit our website at www.seniors-housing.alberta.ca or you may call the Alberta Supports Contact Centre toll-free at 1-877-644-9992 or 780-644-9992 in the Edmonton area.

SURVIVORSHIP

Typically, when an applicant who has a SHARP loan passes away, the full amount of the loan and any interest will become due. However, existing loans and eligibility to apply for future loans may continue for a surviving spouse/partner if the spouse/partner:

- Is 55 years or older.
- Is a registered owner of the primary residence.
- Lived in the primary residence before their spouse/partner passed away.
- Continues to live in the primary residence.

REPAYING THE LOAN

- Monthly repayments are not required.
- The loan (principal together with interest) will be due when:
 - You sell your primary residence.
 - You are no longer a registered owner.
 - Your home is no longer your primary residence.
- You may choose to repay all or part of the loan and interest at any time without penalty.
- Payments toward the loan will apply to interest first.
- To repay the loan, make cheque or money orders payable to the Government of Alberta.
- Once the loan has been repaid in full, the caveat will be discharged from your land title certificate.

DIRECT DEPOSIT

- If you are eligible for a loan, it will be deposited directly into your bank account.
- If you receive a monthly direct deposit from the Alberta Seniors Benefit (ASB) program, the loan will be deposited into the same bank account unless otherwise indicated.
- If you do not receive ASB, complete the direct deposit section of the application form.

PAYMENTS BY INSTALLMENTS

If you are eligible for a loan the program may disburse the loan to you in installments depending on the size of the loan required and the expected duration of the home repair, adaptation or renovation project.

POWER OF ATTORNEY OR TRUSTEE

A power of attorney or trustee may sign the application form on behalf of an applicant and/or registered owner if that individual has authority to administer the property on the applicant or registered owner's behalf and proper supporting documentation is provided.

ACCOUNTING

If you provide an estimate rather than a receipt, you will be asked to send in receipts showing that you completed and paid for the home repairs, adaptations and renovations for which you received a loan. Receipts should be mailed to the program within a reasonable timeframe (normally three to six months depending on the nature of the work).

LOAN LIMITATIONS

- The minimum loan amount that a household may request per application is \$500. This may include any eligible home repairs, adaptations and renovations completed within the previous 12 months. The costs for multiple home repairs, adaptations or renovations can be combined toward the \$500 minimum.
- The maximum loan amount that a household may have outstanding for their primary residence is \$40,000 (not including interest).

SHARP GRANT

If you are not eligible for a loan (e.g.; not a fee simple owner, insufficient equity, or you are a mobile homeowner on rented land) and your 2016 income is below \$27,300 (single seniors) or \$44,335 (senior couple), your application may be considered for a grant to help cover some basic and essential home repairs.

You must submit a completed loan application (including all original signatures) in order to be considered for the grant.

You will be contacted by the program during the review of your application and informed of any financial assistance for which you may qualify.

For more detailed information on what home repairs are considered under the SHARP grant, please visit our website at www.seniors-housing.alberta.ca

AFTER YOU APPLY

- SHARP will review your application.
 - We may contact you or your contractor by phone for additional information.
 - When the review of your application is complete we will provide you with written notification of your eligibility.
 - If a loan is approved, a caveat will be registered on your certificate of title in a Land Titles Office.
 - Approved funds will be deposited into your bank account.
 - If you are issued a loan, you will receive semi-annual loan statements in April and October confirming the balance of your loan.
- We reserve the right to deny the application for any reason at our sole discretion.
 - If you are notified you are not eligible for SHARP you can request a review of the decision by writing to the program Executive Director outlining your reasons for requesting a review.

CONTACT INFORMATION

- Please visit our website: www.seniors-housing.alberta.ca or you may call the Alberta Supports Contact Centre toll-free at 1-877-644-9992 or 780-644-9992 in the Edmonton area.

PLEASE KEEP THIS INFORMATION GUIDE FOR YOUR RECORDS AND SUBMIT ALL OF THE FOLLOWING DOCUMENTS: (A new completed Application Agreement is required each time you apply)

- A completed two-page application form, signed loan agreement, signed Canada Revenue Agency statement of consent and direct deposit information.
- Your loan agreement must be signed by the applicant, your spouse/partner (if applicable) and all registered owners of the property. All signatures must be original signatures. Faxed copies will not be accepted.
- Your current property tax bill or assessment.
- Receipt(s) or estimate(s) for all home repairs, adaptations and renovations. Receipt(s) or estimate(s) for the home repair, adaptation or renovation must be from a contractor/retailer and include your name and address and the contractor's name, address and phone number. A loan will not be provided for the labour charges if they are completed by family or friends, unless the family or friend owns or operates a contracting business. Costs for materials may be considered if you, a family member, or friend completes the work.
- If you are a mobile homeowner, a copy of your bill of sale. If you do not have a bill of sale you may provide a copy of your current mobile home insurance policy. You must also provide the legal land description for the land on which your mobile home resides.

The information, guidelines and documents required are applicable to June 30, 2018.

Please mail your application form and all supporting documents to:

Seniors Home Adaptation and Repair Program
PO BOX 1050 STN Main
Edmonton, AB T5J 2M1

PLEASE SIGN PAGES 7 AND 9.

SENIORS HOME ADAPTATION AND REPAIR PROGRAM APPLICATION/AGREEMENT

The personal information you provide on this form is collected for the purposes of processing your application for benefits under the *Seniors Home Adaptation and Repair Act* and is authorized by s. 33 of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of personal information can be directed to: Manager, Seniors Home Adaptation and Repair Program, Box 1050 STN Main, Edmonton AB T5J 2M1 or contact Alberta Supports Contact Centre at 1-877-644-9992.

Please print your information in the boxes below

PERSONAL INFORMATION

APPLICANT

Personal Health Number		Social Insurance Number		Date of Birth	
Last Name		First Name		Middle Name	
Phone Number					

SPOUSE/PARTNER (if applicable)

Personal Health Number		Social Insurance Number		Date of Birth	
Last Name		First Name		Middle Name	

MAILING ADDRESS

Unit Number		House Number		Street Name/ PO Box Number	
City		Province		Postal Code	

PROPERTY ADDRESS — Primary Residence

Unit Number		House Number		Street Name/ PO Box Number	
City		Province		Postal Code	

PROPERTY TAX INFORMATION (include a copy of your current property tax bill)

Legal Land Description		Current Assessed Value	
------------------------	--	------------------------	--

MOBILE HOMEOWNER (complete this section if you are a mobile homeowner and include a copy of your bill of sale)

I own a mobile or manufactured home	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I own the land the mobile home is on (provide legal land description above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I do not own the land the mobile home is on (provide legal land description above)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ELIGIBILITY (check list)

Please answer by checking (✓) yes or no to all below

Canadian Citizen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not a Canadian Citizen, are you a Permanent Resident under <i>Immigration and Refugee Protection Act</i> (Canada)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have lived in Alberta for the past 3 months	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The property tax information above is for my primary residence	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have current home insurance at full replacement value	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PLEASE SIGN PAGES 7 AND 9.

LOAN REQUEST INFORMATION

Enter the amount of the loan you are requesting. \$ _____

This will be the maximum amount SHARP will loan you if you are eligible and you must attach estimates or receipts to support the amount requested. A loan cannot exceed \$40,000.

You may request a partial amount instead of the full amount of your estimate or receipt and provide a letter of explanation.

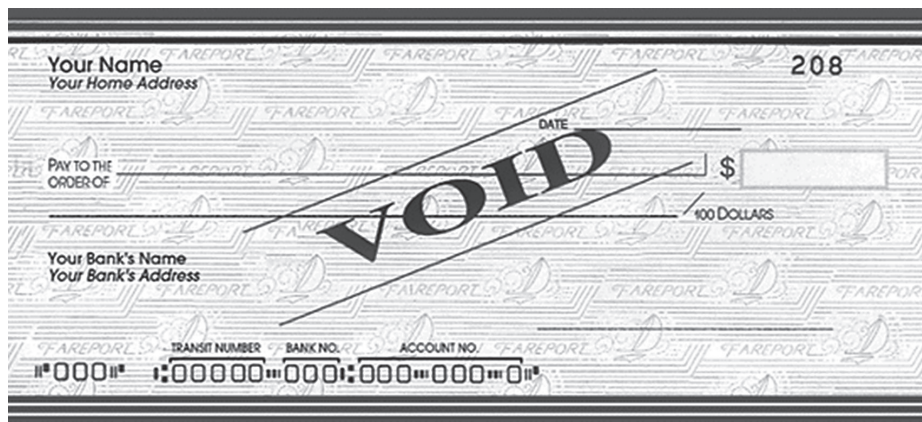
Have you signed a contract with a contractor/supplier for the work listed above?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, did the contractor/supplier advise you of your cancellation rights?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, did you sign a written statement waiving your cancellation rights?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DIRECT DEPOSIT

If you are eligible for a Seniors Home Adaptation and Repair loan, it will be deposited into your bank account. **If you currently receive a monthly Alberta Seniors Benefit (ASB) payment and have provided your direct deposit information for that program, your loan amount will be deposited to the same bank account unless otherwise specified.**

If you wish to use a different bank account or you do not receive ASB, please attach a blank cheque with your name, current address and account number preprinted by your financial institution. **Print VOID across the front of the blank cheque as shown below.** If you do not have a preprinted personalized cheque, please visit our website at www.seniors-housing.gov.ab.ca or call 1-877-644-9992 to obtain a direct deposit form.

PLEASE ATTACH VOID CHEQUE HERE



In order for your application to be processed, you must sign the Canada Revenue Agency (CRA) consent below and Page 9 of the loan agreement.

CRA Consent is required for the senior applicant and his/her spouse, if applicable. CRA consent is not required for other property owners unless a spouse/partner of the applicant.

Consent for SHARP to Collect Income From Canada Revenue Agency

As the individual directly applying for the loan, I and my spouse/partner, if applicable, hereby consent to the release, by the Canada Revenue Agency to the Alberta Ministry of Seniors and Housing, of information from my income tax returns and other required taxpayer information and, if applicable, of my spouse/partner's income tax returns and other taxpayer information. The information will be relevant to, and used solely for the purpose of determining and verifying my eligibility for programs under the *Alberta Seniors' Home Adaptation and Repair Act*. This authorization is valid for the taxation year two years prior to the year of signature of this consent. It is also valid for the prior taxation year, the current taxation year and for each subsequent consecutive taxation year for which assistance is requested. I (we) understand that if I (we) wish to withdraw this consent and withdraw from programs under the *Alberta Seniors' Home Adaptation and Repair Act*, that I (we) may do so at any time by writing to the Alberta Ministry of Seniors and Housing.

Applicant and Spouse (if applicable) Full Name (Please print)	Signature	Date Signed
Power of Attorney or Trustee Full Name (if applicable)	Signature	Date Signed

TERMS AND CONDITIONS OF THE SENIORS HOME ADAPTATION AND REPAIR PROGRAM LOAN

THE APPLICANT, SPOUSE/PARTNER (IF APPLICABLE) AND ALL REGISTERED PROPERTY OWNERS MUST SIGN THIS APPLICATION TO BE ELIGIBLE FOR THE SENIORS' HOME ADAPTATION AND REPAIR PROGRAM LOAN. PLEASE ENSURE YOU HAVE READ ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT BEFORE SIGNING. THIS LOAN APPLICATION WILL NOT BE PROCESSED IF THE TERMS AND CONDITIONS BELOW HAVE BEEN ALTERED OR IF THE APPLICANT, SPOUSE/PARTNER (IF APPLICABLE) AND ALL REGISTERED OWNERS HAVE NOT SIGNED THE AGREEMENT.

THIS LOAN AGREEMENT IS SUBJECT TO THE FOLLOWING:

- A) MEETING THE ELIGIBILITY REQUIREMENTS PRESCRIBED BY THE PROVINCE;
- B) APPROVAL OF THE LOAN BY THE PROVINCE; AND
- C) COMPLYING WITH ALL TERMS AND CONDITIONS FOR THE LOAN STIPULATED BY THE PROVINCE, INCLUDING THOSE BELOW.

SENIORS HOME ADAPTATION AND REPAIR LOAN AGREEMENT (Agreement)

I/We, as the registered owner/owners (Owners) of the property identified on this application (Property), and Her Majesty the Queen in right of Alberta (Province) as represented by the Minister responsible for the *Seniors' Home Repair and Adaptation Act*, agree that the Province will provide the applicant with a Seniors Home Adaptation and Repair Loan (Loan) for the applicant's qualifying home repairs, adaptations and renovations in accordance with the *Seniors' Home Adaptation and Repair Act* and the *Seniors' Home Adaptation and Repair Regulation*.

I/We hereby agree to the following TERMS AND CONDITIONS:

1. I/We agree to comply with all requirements under the *Seniors' Home Adaptation and Repair Act* and the *Seniors' Home Adaptation and Repair Regulation*.
2. I/We authorize the Province to charge the interest in the Property and to register a caveat against the Property in favour of the Province under the Land Titles Act as security for the Loan.
3. I/We will notify the Province in the event of the death of a registered owner or prior to the Property being sold, transferred, further encumbered, otherwise disposed of, or ceases to be the primary residence of the applicant.
4. I/We will repay the Loan and applicable interest under this Agreement that is outstanding on the date of termination of this Agreement or on a date prescribed by the Minister in accordance with the *Seniors' Home Adaptation and Repair Regulation*.
5. The Owners shall be liable for any costs and expenses associated with the Province pursuing an action for the recovery, collection and/or enforcement of the Loan and applicable interest payable to the Province under this Agreement on a full indemnification basis, including legal costs on a solicitor- client basis.
6. I/We will not assign any interest in this Agreement or any rights or benefits under this Agreement.
7. I/We will maintain home insurance with a licensed insurance company, for full replacement value of the Property, until the Loan has been repaid in full and I/we will provide evidence of insurance upon request.
8. I/We will ensure payment of the municipal property taxes owing on the Property until the Loan has been repaid in full.
9. If a Loan is due and payable and is not paid, a mortgagee of the property may pay any amount owing and add that amount to the amount owing to the mortgagee under the mortgage.
10. I/We declare that all the information on this application is true and correct. I/We understand that giving any false, inaccurate or misleading information on this application may result in my/our receiving a Loan for which I/we are not eligible and therefore I/we may be required to immediately repay the Loan and applicable interest upon demand of the Province.
11. I/we agree at any reasonable time when requested by the Province to provide records, documents, contractor's reports, site assessments or home inspections as may be requested by the Province to support the administration of the Loan or the use of the Loan.
12. I/We understand that if any terms and conditions are not complied with, the Province may demand that the Loan and applicable interest be immediately due and payable and the Province shall be entitled to enforce any of its rights.

ALL REGISTERED HOMEOWNERS MUST SIGN PAGE 9

13. I/We understand that if the full amount of the Loan is not used in accordance with the purposes requested on this application, that the Province may demand that the Loan, or a portion of the Loan and applicable interest be immediately due and payable.
14. I/We authorize the Minister responsible for the *Seniors' Home Adaptation and Repair Act* to collect, use and disclose the personal information on the application form for the purposes of determining my/our eligibility for the Loan and for all other purposes related to the administration of the Loan, including disclosure to and use by third parties engaged by the Minister responsible for the *Seniors' Home Adaptation and Repair Act* in the administration of the Loan.
15. I/We authorize and give consent to the Minister responsible for the *Seniors' Home Adaptation and Repair Act* to use personal information collected by programs under the *Alberta Seniors Benefit Act* and *Seniors' Property Tax Deferral Act* for the purposes related to the administration of the Seniors Home Adaptation and Repair Program.
16. I/We authorize and give consent to the Minister responsible for the *Seniors' Home Adaptation and Repair Act* to use personal information collected under the Act for the purposes related to the administration of consumer protection programs under the *Fair Trading Act* and give permission to the Minister to disclose personal information as needed to the Minister responsible for the *Fair Trading Act* for these purposes.
17. I/We have read and understood and agree to the terms set out in the Seniors Home Adaptation and Repair Program Information Guide.
18. I/We are aware of and understand the applicant's cancellation rights under the *Seniors' Home Adaptation and Repair Act* and the regulations established under that Act.
19. I/We understand that any Loan or grant made under the Seniors Home Adaptation and Repair Program will be issued solely to the applicant, or authorized Trustee or Power of Attorney of the applicant, when applicable, and all correspondence will be made directly with the applicant.
20. The Seniors Home Adaptation and Repair Program may issue a payment in a lump sum or by instalments.

APPLICANT, SPOUSE/PARTNER (IF APPLICABLE) AND ALL REGISTERED OWNERS ARE REQUIRED TO PROVIDE THE INFORMATION AND SIGNATURES BELOW.

(If you are an authorized Trustee or Power of Attorney signing on behalf of a registered owner, please indicate the registered owner's full name and your full name, phone number and signature. Please provide the supporting Trustee or Power of Attorney documentation).

Registered Owner(s) Full Name (Please print)	Phone Number(s)	Signature	Date Signed		
Power of Attorney or Trustee Full Name (if applicable)	Phone Number(s)	Power of Attorney or Trustee Signature	Date Signed		
Power of Attorney or Trustee Mailing Address					
Unit Number		House Number		Street Name/ PO Box Number	
City		Province		Postal Code	

PLEASE ENSURE PAGES 7 AND 9 OF THE APPLICATION ARE SIGNED.