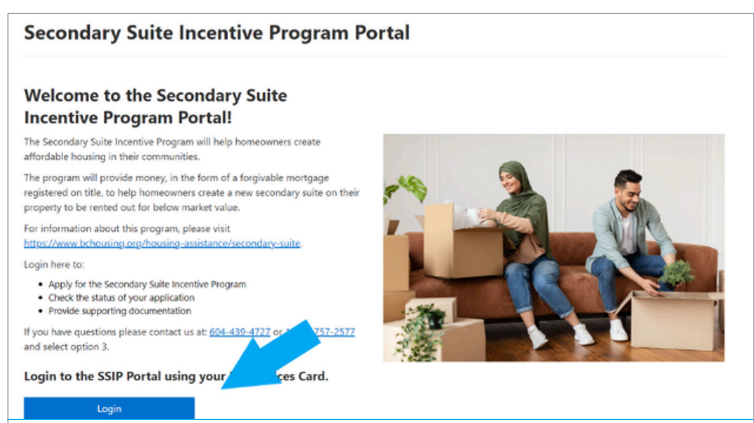


Secondary Suite Incentive Program (SSIP) User Guide

How to create a SSIP Application in the SSIP Portal

Log in to the SSIP Portal <https://www.bchousing.org/ssip>

For details on how to log in using your BC Services card, please refer to: User Guide: [How to login to the SSIP Portal](#)

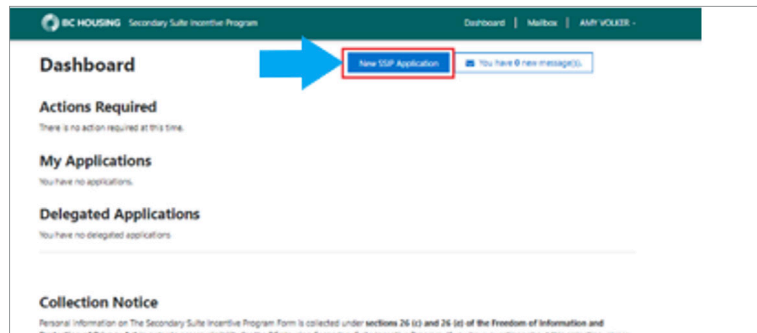


Start a new SSIP Application

Click on **New SSIP Application**

The SSIP application process consists of two parts:

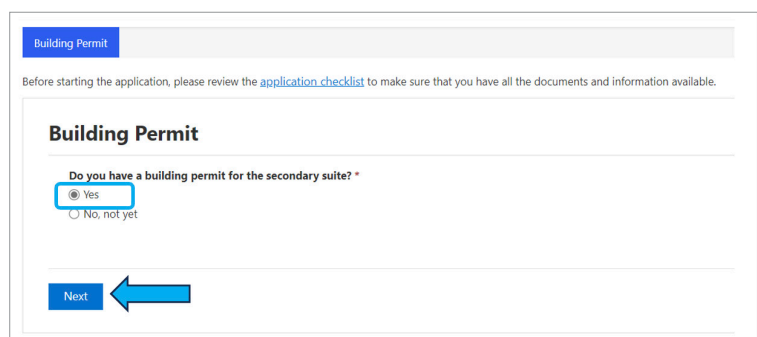
1. **Part 1** – Enter Application
2. **Part 2** – Upload supporting documents and submit



PART 1 – Enter Application

Step 1: Building Permit

Let us know if you have a Building Permit for the secondary suite. Click **Next**



Note: You will not be able to proceed if there is no Building Permit.

PART 1 — Enter Application

Step 2: Applicant Information

1. Tell us if you are the homeowner or an Authorized Delegate
2. Confirm the contact information is correct
3. Confirm the statement at the bottom of the page
4. Hit **Next**

Note: Save at any stage of the application process by clicking **Save**. Information will be securely stored. You can start entry from the dashboard.

Applicant

Primary Applicant

KUZMA, LINDSAY

Are you a Homeowner of the property where the secondary suite is/will be located, or are you an Authorized Delegate representing the applicant/homeowner who is applying for SSIP?

I am: *

A Homeowner of this property

An Authorized Delegate for this property

Please review the contact information below, if updates are required please update in your account [Profile](#).

Date Of Birth 19/03/1944	Primary Applicant Email rylee@bchousing.org
Mobile Phone 604-306-9574	Other Phone 111-111-1111

confirm that the applicant(s) stated above, as either a homeowner of the property or an authorized delegate for the property, is accurate. *

Note:

1. Once you click **Next** below, you will not be able to change your status as a Homeowner or Authorized Delegate

2. If changes are required, you will need to cancel this application and start again.

[Save](#) [Next](#)

Note: The address is from BC Services Card. To change the address, you need to update with BC Services Card first. Then log in to the SSIP portal again.

Step 3: Property

Fill out the **Property** form

- Is this your current address (select yes or no)
- Enter # of Mortgages on Title
- Enter # of Homeowners on Title
- Enter the assessment value of property

Click **Next**

Note: The latest assessment value of the property is on your BC Assessment document or at www.bccassessment.ca

Property

Address information is collected from your BC Services Card. If you wish to update any of the information below, please update the address in your BC Services card and then log into this SSIP portal again.

Street 4243 SANDERS AVENUE	City Wells
Province BC	Postal Code V0K 2R0

Is this your current address? *

Yes No

Number of Mortgages * Number of Homeowners on Title *

What was the latest assessment value of the property? *

[Previous](#) [Save](#) [Next](#)

Step 4: Homeowner(s)

Homeowner status will show as Incomplete.

Click the action **Edit**

Homeowner(s)

[Add a homeowner](#)

Homeowner ↑	Date of Birth	Status	Action
KUZMA, LINDSAY	19/03/1944	Incomplete	Edit

→

PART 1 — Enter Application

Step 4: Homeowner(s)

This will take you to the homeowner details form. You need to complete the following fields from a dropdown menu or by typing the figures:

- Principal residence
- Status in Canada
- Annual Income
- Non-Taxable Income

Click **Submit** at the bottom of the form.

Note: Homeowner applicants, you will not be able to update your name or date of birth as this comes from BC Services Card.

If there are more homeowners on title of the Property (entered on Step 3), click **Add a Homeowner**.

Complete forms for all other homeowners:

- Legal Name
- Date of Birth
- Principal residence
- Status in Canada
- Annual Income
- Non- Taxable Income
- Contact Information (email/phone)

Then click **Submit**.

Please repeat for all people on title.

Homeowner ↑	Date of Birth	Status	Action
KUZMA, LINDSAY	19/03/1944	Complete	Edit

Note: If any homeowners have a Status of Incomplete, click the Action, then Edit button to go back to the Homeowner form.

Enter all homeowners and make sure their Status shows Complete. Scroll down to the bottom of the screen to see **Homeowner(s) Declaration**.

Confirm you agree with each of the statements. **Click** on the checkbox beside each statement. Once you have agreed with the terms, click **Next**.

Step 5: Construction

Enter

- Building Permit Issue Date
- Building Permit Expiry Date
- Select the Municipality or Regional District that issued the building permit
- Let us know if construction was completed (yes or no)
- Estimated construction costs

PART 1 — Enter Application

Step 5: Construction

Enter the Secondary Suite details.

- Size of suite
- Type of unit
- Number of bathrooms

If the unit will have any accessibility features, select Yes. Use the Accessibility Features field to search and select one or more features.

Once you have completed entry, click **Next**.

Step 6: Warnings

If you had a warning on any of the previous pages, this will be your chance to give more information.

If there are no warnings, click **Next**

If there are warnings, click **Update Comment**

On the Warning details screen

- Add a Comment
- Submit

Repeat for each warning then click **Next**.

Step 7: Summary

The Summary Page shows all information entered.

Carefully review and confirm

- To correct information. Click on **Previous** to go back and update
- If the information is correct. Click the checkbox at the bottom to confirm correct information
- Click **Confirm Complete**

Step 8: PART 1 Completion

One more confirmation is requested. This is the final chance to go back and change any information provided in Part 1

When you are ready to proceed, click **Complete Part 1**

PART 2 – Upload supporting documents and submit

Step 1: Supporting documents

After Part 1 is completed, you get moved to the Supporting Documents page.

This page outlines needed documents and type. Document types are general to the file or to a specific homeowner.

For Document Categories, where the Status column shows Incomplete click **Attach Document(s)**.

Who is document for?

↓

Supporting Documents

Document Category ↑	Homeowner ↑	Status	Action
Proof of Building Permit		Incomplete	Attach Document(s)
Proof of Construction Cost		Incomplete	Attach Document(s)
Identification of Homeowner	KUZMA, LINDSAY	Not Required	
Proof of Income	KUZMA, LINDSAY	Incomplete	Attach Document(s)
Proof of Principal Residence	KUZMA, LINDSAY	Not Required	
Proof of Status in Canada	KUZMA, LINDSAY	Incomplete	Attach Document(s)

Is document needed, or has it already been uploaded??

You will go to the upload screen.

The Document Category shows at the top. If this document is for a specific homeowner, their name shows under the category.

Note: Depending on the category, the Document Type may be filled.

If Document Type is blank. Click the magnifying glass. Select the Document Type you are providing. Click **Select**.

Proof of Status in Canada

Homeowner: KUZMA, LINDSAY

Document Type *

To upload multiple files, hold the CTRL key and click on each filename that you want to upload. Once you have selected your files, click "Open" and then click "Submit".
Supported File Types: PDF, TIF, TIFF, JPG, PNG, JPEG

lookup records

one record and click Select to continue

Document Type *

- Canadian Passport
- Certification of Registration of Birth Abroad or Long Form Certificate of Canadian Citizenship
- Citizenship Card and Commemorative Certification
- Citizenship Certificate with the effective date of citizenship
- Confirmation of Permanent Residence

Click Choose Files. Select the saved file from your computer or mobile device.

Note: If you want to upload many files. Hold the CTRL key down as you select each file you wish to upload. Then click Open.

Click **Upload**

Proof of Status in Canada

Homeowner: KUZMA, LINDSAY

Document Type *

Canadian Passport

To upload multiple files, hold the CTRL key and click on each filename that you want to upload. Once you have selected your files, click "Open" and then click "Submit".
Supported File Types: PDF, TIF, TIFF, JPG, PNG, JPEG
Maximum File Size: 10 MB

Attach file(s) *

Choose Files Sample SSIP doc.pdf

Upload

Name of file uploaded. If many files were uploaded, will show # of files.

If you had a warning in Step 6. You will see Document Category **Supporting Documents for Warning(s)**.

This is optional. You can upload documents to support the comment you entered for the warning. However, you can continue without uploading a document.

Document Category ↑	Homeowner ↑	Status	Action
Proof of Building Permit		Provided	▼
Proof of Construction Cost		Provided	▼
Supporting Documents for Warning(s)		Provided	▼
Identification of Homeowner	VOLKER, AMY	Not Required	Attach Document(s)
Proof of Income	VOLKER, AMY	Provided	▼

PART 2 – Upload supporting documents and submit

The status for the Category where a document(s) was uploaded now shows as **Provided**.

If you need to re-upload documents, or you selected the wrong document. Deleting is easy. Use the **Attach Documents** button again to delete.

Once all required documents are uploaded, click **Next**.

Document Category ↑	Homeowner ↑	Status	Action
Proof of Building Permit		Provided	Attach Document(s)
Proof of Construction Cost		Provided	Attach Document(s)
Identification of Homeowner	KUZMA, LINDSAY	Not Required	
Proof of Income	KUZMA, LINDSAY	Provided	Attach Document(s)
Proof of Principal Residence	KUZMA, LINDSAY	Not Required	
Proof of Status in Canada	KUZMA, LINDSAY	Provided	Attach Document(s)

Buttons: Previous, Next, Back to Dashboard

Step 2: Submit

Read the statements page with care.

Confirm agreement. Click the checkbox.

Then click **Confirm & Submit Application**.

Part 1 Completion ✓ Supporting Documents ✓ Submission

Please read the following declaration and consent statements. Your agreement is required for submission.

I/we declare:

- This is my/our application and all the information in it is true, correct and complete in every respect and represents my/our current living circumstances, and fully discloses my/our income.

I/we permit:

- BC Housing to verify any of the information I/we have provided in this application in order to assess my/our eligibility for the Secondary Suite Incentive Program.

I/we consent:

- To BC Housing obtaining additional information necessary for processing the Secondary Suite Incentive Program application.

I/we acknowledge and understand that if this application is approved:

- It is my/our responsibility to promptly provide, or cause to be provided, all information and documentation that is reasonably requested by BC Housing to determine my/our eligibility for the Secondary Suite Incentive Program and/or for audit purposes.
- I/we are responsible for immediately informing BC Housing of any changes that may affect the terms of the Secondary Suite Incentive Program.
- The Secondary Suite Incentive Program loan becomes due and payable upon any of the following:
 - default on the 1st or Affordable Home Ownership Program loan;
 - sale of the home or other change of ownership;
 - the home ceasing to be my principal residence during the first 5 years; or
 - the end of the 25-year mortgage term.

By checking this box, I/we agree to ALL statements as stated above. *

Buttons: Previous, Confirm & Submit Application

Once the application submitted, you see a confirmation screen.

You have completed the application for the Secondary Suite Incentive Program.

Click **Back to Dashboard** where you see your file number.

BC HOUSING Secondary Suite Incentive Program Dashboard | Mailbox | AMY VOLKER

Confirmation

Your application has been successfully submitted.

You will receive email notifications to check the SSIP portal for messages when there are updates to your file.

If you still have questions, please contact us [604-439-4727](tel:604-439-4727) or Toll Free: [1-877-757-2572](tel:1-877-757-2572) (press 3).

We are open Monday to Friday 8:30am to 4:30pm (excluding holidays).

Secondary Suite Incentive Program

Button: Back to Dashboard