

SECONDARY SUITE INCENTIVE PROGRAM (SSIP) Authorized Delegate - Letter of Authorization

Homeowners unable to complete the online application for the Secondary Suite Incentive Program (SSIP) can complete this form to authorize someone to act on their behalf.

Homeowner(s) Information: (All homeowners on title of the property)

Homeowner Name	Date of Birth	Homeowner Name	Date of Birth
Homeowner Name	Date of Birth	Homeowner Name	Date of Birth
Property Address:			

Authorized Delegate Information:

The Authorized Delegate must have a valid BC Services Card account, to initiate and complete the online SSIP application.

Print Delegate Name		
Delegate Address	City/Town	Postal Code
Delegate Email	Delegate Mobile #	Delegate Phone #

Homeowner(s) Declaration and Consent:

I/We declare that:

- as the legal owner(s) of the property described above, I/we hereby authorize the person indicated above (“Authorized Delegate”) to act on my/our behalf on all matters pertaining to my/our Secondary Suite Incentive Program (SSIP) application through BC Housing for the property described above;
- the Authorized Delegate has my/our authority to provide all information, handle all necessary proceedings and endorse application documents as required with respect to my/our SSIP application on my/our behalf.

I/We acknowledge and understand that:

- BC Housing shall deal exclusively with the Authorized Delegate with respect to all matters pertaining to my/our SSIP application and is not under any obligation to communicate with me/us, or any other person(s) and it will be my/our responsibility to maintain communication with the Authorized Delegate; and
- if I/we wish to withdraw this Letter of Authorization, I/we may do so at any time in writing to BC Housing; however, if such withdrawal is before the SSIP unit is completed and mortgage registered, withdrawal will result in the cancellation of any SSIP application started on my behalf by the Authorized Delegate.
- If a SSIP application is submitted and approved, I will work with the Authorized Delegate to ensure that all lenders with a mortgage registered on title to the property are notified of the SSIP application so that they are aware of and approve the BC Housing SSIP Mortgage.
- the SSIP funds will be released only after completion of the Secondary Unit and issuance of an Occupancy Permit by the municipality and the SSIP loan will be secured by a mortgage in favour of BC Housing which will be registered against the title of the property for a 5-year term.
- The loan and any accrued interest will be forgiven 1/5th each year, only if all the program requirements are met.

Homeowner Name	Signature	Homeowner Name	Signature
Homeowner Name	Signature	Homeowner Name	Signature

This Letter of Authorization must be signed by all Registered Owners on title of the Property.

Please attach additional pages if required.