



Secondary Suite Incentive Program (SSIP) User Guide

How to update a submitted application

Step1: 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](#)

Secondary Suite Incentive Program Portal

Welcome to the Secondary Suite Incentive Program Portal!

Login to the SSIP Portal using your BC Services Card.

Login

The Secondary Suite Incentive Program will help homeowners create affordable housing in their communities.

The program will provide money, in the form of a forgivable mortgage registered on title, to help homeowners create a new secondary suite on their property to be rented out for below market value.

For information about this program, please visit <https://www.bchousing.org/housing-assistance/secondary-suite>.

Login here to:

- Apply for the Secondary Suite Incentive Program
- Check the status of your application
- Provide supporting documentation

If you have questions please contact us at: 604-439-4727 or 1-877-757-2577 and select option 3.



Step 2: Update

On the Dashboard, go to My Applications section. Click on **Update**.

Note:

- If the status of the SSIP application is **Submitted** or **Approved** – go to **Step 3a**
- If the status of the SSIP application is **Pre-Approved** – go to **Step 3b**

BC HOUSING Secondary Suite Incentive Program Dashboard Mailbox LINDSAY KUZMA

Dashboard New SSIP Application You have 31 new message(s).

Before starting the application, please review the [application checklist](#) to make sure that you have all the documents and information available.

Action Required 18 Unresolved Message(s)

My Applications

| SSIP ID | Status | Address | Status Date | Submitted Date | Action |
|----------------------------|-----------|-------------------------------------|-------------|----------------|--|
| SSIP-01482 | Submitted | 4243 SANDERS AVENUE, Wells, V0K 2R0 | 19/03/2024 | 19/03/2024 | Update Cancel |

Step 3a: Change Requests

for **Submitted** and **Approved** applications:

In Subject: Select “**Change to Homeowner(s) on Title**”

Under **Requested Change to Homeowner(s)** select from one of these dropdown options:

- Add names. If adding a new homeowner on title.
- Remove Names from Title. If a homeowner is being removed.
- Other Updates. For *any other* changes/modifications.

Create Request

File
SSIP-01598

Request Type
Change

Subject *

Change to Homeowner(s) on Title

Requested Change to Homeowner(s)

Add Names
Remove Names from Title
Other Updates

If you select **Add Names**:

- In **Description**, provide an explanation to support the request.
- Click button **ADD HOMEOWNER** (A new window will open and you need to fill out the information for the new homeowner)
- **Attach Files** to support your request. It must include:
 - ID of new homeowner(s)
 - Proof of Principal Residency
 - Proof of Status in Canada
 - Proof of Income
 Refer to this guide to know which documents are a valid proof: [Application-Checklist](#)
- Click **Submit**

Requested Change to Homeowner(s) *
Add Names

Description (reason for homeowner change) *
Please add Tina Fargo as homeowner

Homeowner(s) on Application

| Homeowner | Date of Birth | Status |
|-------------|---------------|----------|
| Fargo, Tina | 2005-03-12 | Inactive |
| FARGO, RYAN | 1976-07-10 | Complete |

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 document.jpg

Cancel Submit

If you select **Remove Names from Title**:

- In **Description**, provide an explanation to support the request.
- Click Action button **Remove Homeowner** (A window will open and you need to add the date removed from title and Submit)
- **Attach Files** to support your request
- Click **Submit**

Requested Change to Homeowner(s) *
Remove Names from Title

Description (reason for homeowner change) *
Tina is no longer a Homeowner. Please accept my request.

Homeowner(s) on Application

| Homeowner | Date of Birth | Status | Removal Date | Action |
|-------------|---------------|----------|--------------|------------------|
| Fargo, Tina | 2005-03-12 | Complete | | Remove Homeowner |
| FARGO, RYAN | 1976-07-10 | Complete | | Remove Homeowner |

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 document.jpg

Cancel Submit

Remove Homeowner window:

Homeowner Information

Homeowner
Fargo, Tina

Date Removed From Title *

23/08/2024

Submit

If you select **Other Updates**:

- In **Description**, provide details about the updates.
- **Attach Files** to support your request (If needed).
- Click **Submit**

Step 3b: Change Requests

for **Pre-Approved** applications:

On the Dashboard, go to My Applications section and click **Update**.

| | | | | | |
|----------------------------|--------------|--|------------|------------|--|
| SSIP-01534 | Pre-Approved | 4243 SANDERS AVENUE, Wells, VOK 280 | 21/03/2024 | 21/03/2024 | Update Restart Construction Complete Cancel |
|----------------------------|--------------|--|------------|------------|--|

For Pre-Approved applications you will have the following options to select from:

- Additional Funds
- Application Extension
- Change to Homeowner(s)

If you select **Additional Funds**:

- **Fill out the form**, enter updated construction cost Estimate
- **Provide an explanation** to support the request
- **Attach new construction quotes or invoices**
Refer to this guide to know which documents are a valid proof: [Application-Checklist](#)
- Click **Submit**

If you select **Application Extension**:

- **Fill out the form**
- **Attach** updated Building Permit and other documents that supporting the request for an extension.
- Click **Submit**

Has Construction Started *

When did Construction Start? *

DD/MM/YYYY

Expiry Date on New Building Permit *

DD/MM/YYYY

Description (reason for extension request) *

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

No file chosen

Cancel

Submit

If you select **Change to Homeowner(s) on Title**:
Follow instructions on **Step 3a: Change Requests** above.