

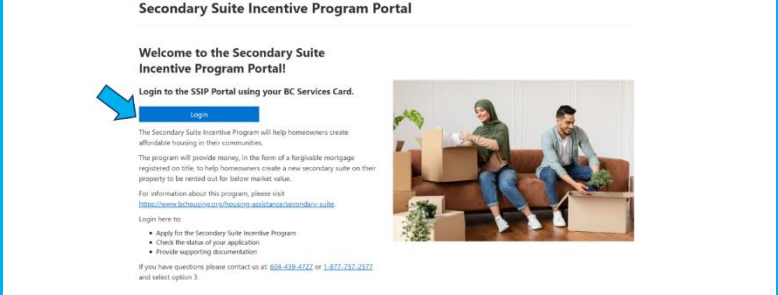
SSIP User Guide

How to Request a Payout

If your SSIP mortgage is registered and you want to **Request a Payout** (for example, you no longer qualify for the SSIP Program), you can do it through the Portal by following these steps.

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 the 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>

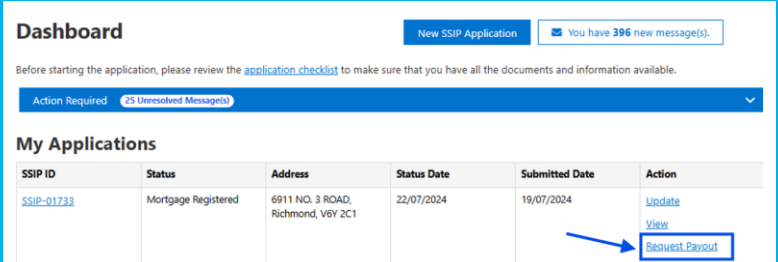
Login here to:

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

If you have questions please contact us at an [604-699-6722](tel:604-699-6722) or [1-877-737-2372](tel:1-877-737-2372) and select option 3.

From the **Dashboard**, go to **My Applications** and find your **SSIP ID#**.

Click the **Request Payout** link under the **Action** column. This will start your payout request.



Dashboard

[New SSIP Application](#) [You have 396 new message\(s\).](#)

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

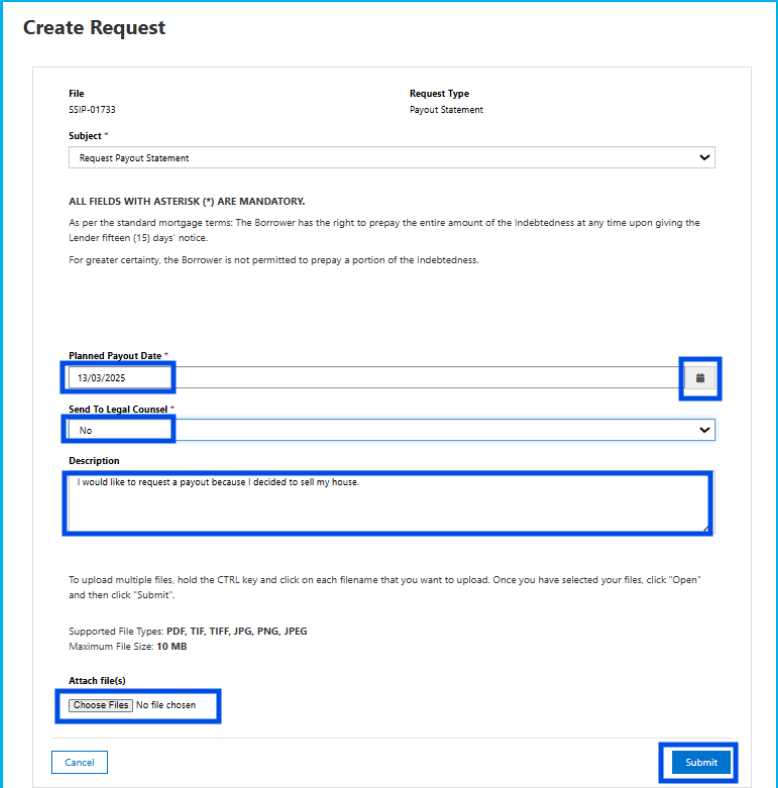
Action Required [25 Unresolved Message\(s\)](#)

My Applications

SSIP ID	Status	Address	Status Date	Submitted Date	Action
SSIP-01733	Mortgage Registered	6911 NO. 3 ROAD, Richmond, V6Y 2C1	22/07/2024	19/07/2024	Update View Request Payout

Complete the Payout Request Form:

- Choose your planned **payout date** by clicking the calendar icon.
NOTE: If you give less than 15 days' notice, we may not be able to deliver the payout documents on time.
- Answer Yes or No:** Do you want the statement sent to your legal counsel instead?
If **Yes**, you must fill in your legal counsel's contact information.
- Add a short description to explain your situation.
- Attach any file(s)** that support your request.
- Click **Submit** to send your request.



Create Request

File: SSIP-01733 Request Type: Payout Statement

Subject: Request Payout Statement

ALL FIELDS WITH ASTERISK (*) ARE MANDATORY.

As per the standard mortgage terms: The Borrower has the right to prepay the entire amount of the indebtedness at any time upon giving the Lender fifteen (15) days' notice.

For greater certainty, the Borrower is not permitted to prepay a portion of the indebtedness.

Planned Payout Date: 13/03/2025

Send To Legal Counsel: No

Description: I would like to request a payout because I decided to sell my house.

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](#)

You will see a confirmation message once your request has been submitted.

You will also get a message in your SSIP Portal mailbox when your statement is ready.

Your request has been successfully submitted.

Your request to change your SSIP information has been received and will be updated.

If you have any questions, please contact us at [604-439-4727](tel:604-439-4727) or [1-877-757-2577](tel:1-877-757-2577).

[Back to Dashboard](#)

To check the status of your request:

1. Click your **SSIP ID** link.
2. You will be taken to the **Summary** page.
3. Scroll down to the **Requests** section to view the status of your submitted requests.

My Applications

SSIP ID	Status	Address	Status Date	Submitted Date	Action
SSIP-01733	Mortgage Registered	6911 NO. 3 ROAD, Richmond, V6V 2C1	22/07/2024	19/07/2024	Update View Request Payout

General Information

SSIP ID	Status	Status Date	Submitted Date
SSIP-01733	Mortgage Registered	22/07/2024	19/07/2024

[Cancel Application](#)

[Update](#)

Submission Summary

+

Construction Complete Declaration

+

Requests

-

Change Requests

Request ID	Request Type	Subject	Status	Submitted ↓
CR-01606	Payout Statement	Request Payout Statement	Submitted	20/02/2025