



**To be completed by the Applicant**

**Down Payment Assistance Program  
Purchase Information**

Name of the Employee:

Employee ID:

Faculty:

Department:

**Purchase Information**

1. Civic address of property to be purchased:

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2. Purchase completion date:

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I acknowledge and agree that if I choose to participate in the **Down Payment Assistance Program** that I must:

- Repay immediately the funds advanced to me should I be unable to complete the purchase on the above mentioned completion date.
- Repay the funds immediately, if it is advanced to me before my first appointment date at UBC, should I subsequently be unable to take up my employment at UBC for whatever reasons.
- Repay immediately to UBC the pro rata portion of the funds advanced representing that part of the five year period for which I ceased to be employee of UBC or upon sale of the property.

Use the funds only towards the purchase of my principal residence.

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I certify that I have purchased/will be purchasing the above-mentioned property as my principal residence, meaning that the Property is the residence that I will ordinarily inhabit and continually occupy on a full-time basis.

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I understand that I shall take full personal responsibility for all related tax consequences on any of the assistance provided under this Program and that I am not, in any way, relying on UBC for their advice or representations with regard to any aspect of this Program.

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I acknowledge and agree that if I currently reside in [Faculty Staff Rental Housing through Village Gate Homes](#), I must vacate the unit within a maximum of 30 days following the completion of the property purchase, and I must include with this application a copy of the Notice to Vacate.

- Building and unit number: \_\_\_\_\_

Signature of the Employee: \_\_\_\_\_

Date \_\_\_\_\_



*To be completed by the Dean*

**Down Payment Assistance Program  
Dean's Confirmation**

Name of the Employee:

Employee ID:

Faculty:

Department:

Please forward the following documents to the Dean:

1. Confirmation of Eligibility (page 1);
2. Purchase Information completed and signed (page 2);
3. Copy of the signed Contract of Purchase and Sale or the Title Certificate for an eligible property;
4. Subject Removal Addendum (if applicable);
5. Notice to Vacate (if applicable).

The Dean hereby acknowledges this application for the Down Payment Assistance Program and confirms that the Faculty member holds an eligible position to receive the loan.

Name of Dean: \_\_\_\_\_

Faculty: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please forward the completed form and supporting documents to [Treasury.Housing@ubc.ca](mailto:Treasury.Housing@ubc.ca) for processing.*