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|  | **UNIVERSITY OF BRITISH COLUMBIA – TREASURY** |
| Vancouver CampusOld Administration BuildingRoom 225 - 6328 Memorial Road, Vancouver, BC V6T 1Z2 |

ELECTION FORM (APPLICATION FOR HOUSING ASSISTANCE)

|  |  |
| --- | --- |
| Name of the Employee  |  |
| Faculty /Department  |  |
| Start Date of Full-Time Tenure/Track Position  |  |
| Civic Address of Property to be Purchased *(e.g. 10-123A UBC Street, Vancouver BC V6Z2Y7)* |  |
|  |
|  |
| Date Purchase Completed / will be Completed (e*.g. search for “COMPLETION” on the Contract of Purchase and Sale”*  |  |
|  | I have attached the Contract of Purchase and Sale or a Title Certificate |

UBC VANCOUVER ONLY

Must be confirmed by Dean prior to sending to Treasury

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 closing / 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.
* Use the funds only towards the purchase of my principal (or primary) residence.

I certify that I have purchased/will be purchasing the above-mentioned property as my principal (or primary) residence.

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.

**In light of the foregoing, I hereby choose to participate in the following program where indicated:**

 **Down payment Assistance of $45,000**

(Lump sum forgivable interest-free loan for a period of 5 years)

(Start date of Full-Time Tenure/Track Position pre July 1, 2017)

 **Down payment Assistance of $50,000**

(Lump sum forgivable interest-free loan for a period of 5 years)

(Start date of Full-Time Tenure/Track Position post July 1, 2017)

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

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ELECTION FORM (APPLICATION FOR HOUSING ASSISTANCE)

***\*Please forward completed form and attach the following documents to the Dean***

***1. A copy of the Contract of Purchase and Sale***

***2. Housing Assistant Program Application Form***

**The Dean hereby acknowledges this application for housing assistance and option elected.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Dean**

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

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date (mm/dd/yy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_