

# INTRODUCTION TO THE 2017 RETROACTIVE HOME OWNER GRANT APPLICATION FORM



# Background

- A new Application for Retroactive Home Owner Grant form will replace the existing version in January 2017.
- It will be available on the gov.bc.ca website on January 3, 2017, for use by homeowners who want to apply for their 2016 home owner grant retroactively.
- The purpose of the new form is to **make it easier for a homeowner to receive the grant they are entitled to.**
- This presentation highlights the major changes that have been made to the form.
- Information on administering the new form will be provided in the 2017 Home Owner Grant Manual currently being developed.

# Consultations

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- Finance received valuable comments and suggestions from the Municipal-Finance Working Group, which have been incorporated into the design of the new form.
- Finance also consulted with the Office of the Seniors Advocate. The Office's 30-member volunteer Council of Advisors group provided feedback on how to improve the form, including
  - Use larger font size
  - Use simpler language



# Major Changes - Agency

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- The new form enables a person to apply on behalf of the homeowner without the homeowner having to prepare a power of attorney for that purpose.
- There is no need for the person to provide proof they have the homeowner's permission to complete the application form, but they must identify themselves as the agent of the owner by providing their name and contact telephone number on the form.
- This change only applies to home owner grant applications - it does not give the person authority to act as the agent of the homeowner for other tax-related matters.

# Major Changes – Provincial disability assistance recipients

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- Applicants in receipt of provincial disability assistance will only need to provide documentation once from the Ministry of Social Development and Social Innovation confirming they are in receipt of benefits.
- An applicant who provided proof in 2015 will not have to provide it for their retroactive grant application for 2016.

# Major Changes – Documentation

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- Applicants will no longer have to provide their driver's licence and medical services plan numbers on the form.
- Nor will they have to provide two pieces of documentation supporting their residency on the property on December 31 of the previous year.




# Major Changes - Other

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- The new form is two pages to enable:
  - ▣ More use of white space.
  - ▣ Larger font to be used.
  - ▣ Better information and instructions.
- It uses simplified language to assist homeowners understand their entitlement.
- It provides for collection of email address so that the tax collector can contact an applicant by email if there is an issue with the application.



# Application for Retroactive Grant



BRITISH COLUMBIA | Ministry of Finance  
Home Owner Grant Administration  
[gov.bc.ca/homeownergrant](http://gov.bc.ca/homeownergrant)

**APPLICATION FOR RETROACTIVE HOME OWNER GRANT**  
under the *Home Owner Grant Act*

**INSTRUCTIONS**

- Find out if you qualify for the home owner grant at [gov.bc.ca/homeownergrant](http://gov.bc.ca/homeownergrant)
- Complete this form to apply for the home owner grant for the previous tax year and send it to the address on your property tax notice by December 31.
- If you are claiming the home owner grant for the current tax year, complete the *Application for Home Owner Grant (FIN 78)*.

**INFORMATION**

- Only one home owner grant can be claimed by you or your spouse each year.
- You may be required to submit additional documentation to establish your eligibility and home owner grants are audited for up to seven years to ensure applicants are eligible for the grants they receive.
- The information provided on this form may be shared for the purposes of administering the *Land Tax Deferment Act, Property Transfer Tax Act and Taxation (Rural Area) Act*.

**Freedom of Information and Protection of Privacy Act (FOIPPA)** - The personal information on this form is collected for the purpose of administering the Home Owner Grant Act (HOGA) under the authority of sections 9(1), 10(3) and 10(4) of the HOGA and under sections 26(a) and (c) of the FIC/PIPA. Questions about the collection, use or disclosure of this information can be directed to the Manager, Home Owner Grant Administration, PO Box 9991 Stn Prov Govt, Victoria BC V8W 9R7 (telephone: Victoria at 250 356-6904 or toll-free at 1 888 355-2700). Email: [HOGADMIN@gov.bc.ca](mailto:HOGADMIN@gov.bc.ca)

**PART A – APPLICANT INFORMATION (owner, or the spouse or relative of the deceased owner living in the residence)**

LAST NAME	FIRST NAME	MIDDLE INITIAL
PROPERTY FOLIO NUMBER (see your property tax notice)	DATE OF BIRTH (complete only if 65 years or older this year) YYYY / MM / DD	
EMAIL ADDRESS (optional)	TELEPHONE NUMBER (    )	
PROPERTY ADDRESS (house number, street and city of residence)	PROVINCE BC	POSTAL CODE
REASON YOU DID NOT APPLY LAST YEAR		

If you are applying on behalf of the applicant with their permission, enter your last name, first name and telephone number below:

LAST NAME	FIRST NAME	TELEPHONE NUMBER (    )
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**PART B – HOME OWNER GRANT CLAIM**

To qualify for the home owner grant, on December 31 of the previous tax year, you must have:

- been a Canadian citizen or permanent resident of Canada,
- lived in BC, and
- owned and occupied this residence as your principal residence. If the property taxes on the residence for the previous tax year have been paid, you must have paid those taxes.

Complete section 1 to apply for the regular home owner grant amount.  
Complete sections 1 and 2 to apply for the additional grant amount.

1. I qualify for the home owner grant for the previous tax year and:

I am the registered owner of the residence, or the spouse or relative of the deceased owner and at the date the owner passed away we both occupied this residence as our principal residence.

2. I also qualify for the additional grant amount because during the previous tax year:  
[if eligible, check (✓) only one below]

(a) I was a senior aged 65 or older,

(b) I received provincial disability assistance, hardship assistance or a supplement under the *Employment and Assistance for Persons with Disabilities Act*,  
[If this is your first year applying for the home owner grant for this residence, provide supporting documentation such as a copy of your *Confirmation of Assistance* from the Ministry of Social Development and Social Innovation or the *Home Owner Grant Consent for Release of Information (FIN 81)*]

(c) I did not receive assistance as above, but I was a person with disabilities or I was living with a spouse or relative with disabilities and I provided a completed *Form B – Certificate of Physician and Property Owner (FIN 74)* to the tax collector in a previous tax year,

(d) I was a surviving spouse of a veteran who received a War Veterans Allowance, or

(e) I was a spouse or relative of a deceased owner who passed away that year and the owner would have been eligible as a senior or a person with disabilities.

**PART C – CERTIFICATION**

I certify that the information on this form is correct and complete to the best of my knowledge.

SIGNATURE	DATE SIGNED YYYY / MM / DD
X	

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It is an offence (subject to a penalty of up to \$10,000) to make a false application for a home owner grant.





# Instructions and Information

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BRITISH  
COLUMBIA

Ministry of  
Finance

Home Owner Grant  
Administration  
[gov.bc.ca/homeownergrant](http://gov.bc.ca/homeownergrant)

## APPLICATION FOR RETROACTIVE HOME OWNER GRANT under the *Home Owner Grant Act*

### INSTRUCTIONS

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### INFORMATION

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# Part A – Applicant Information

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PROPERTY FOLIO NUMBER ( <i>see your property tax notice</i> )	DATE OF BIRTH ( <i>complete only if 65 years or older this year</i> ) YYYY / MM / DD	
EMAIL ADDRESS ( <i>optional</i> )	TELEPHONE NUMBER (    )	
PROPERTY ADDRESS ( <i>house number, street and city of residence</i> )	PROVINCE BC	POSTAL CODE
REASON YOU DID NOT APPLY LAST YEAR		
If you are applying on behalf of the applicant with their permission, enter your last name, first name and telephone number below:		
LAST NAME	FIRST NAME	TELEPHONE NUMBER (    )

# Part B – Home Owner Grant Claim

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## PART B – HOME OWNER GRANT CLAIM

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- been a Canadian citizen or permanent resident of Canada,
- lived in BC, and
- owned and occupied this residence as your principal residence. If the property taxes on the residence for the previous tax year have been paid, you must have paid those taxes.

# Part B – Home Owner Grant Claim

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Complete section 1 to apply for the regular home owner grant amount.

Complete sections 1 and 2 to apply for the additional grant amount.

1. I qualify for the home owner grant and:

I am the registered owner of the residence, **or** the spouse or relative of the deceased owner and at the date the owner passed away we both occupied this residence as our principal residence.

2. I also qualify for the additional grant amount as [*if eligible, check ( ✓ ) only one below*]:

(a) I am a senior aged 65 or older this year,

(b) I receive provincial disability assistance, hardship assistance or a supplement under the *Employment and Assistance for Persons with Disabilities Act*,

*[If this is your first year applying for the home owner grant for this residence, provide supporting documentation such as a copy of your Confirmation of Assistance from the Ministry of Social Development and Social Innovation or the Home Owner Grant Consent for Release of Information (FIN 81)]*

(c) I do not receive assistance as above, but I am a person with disabilities or I am living with a spouse or relative with disabilities,

*[If this is your first year applying for the home owner grant for this residence, attach a completed Form B – Certificate of Physician and Property Owner (FIN 74)]*

(d) I am a surviving spouse of a veteran who received a War Veterans Allowance, **or**

(e) I am a spouse or relative of a deceased owner who passed away this year and the owner would have been eligible as a senior or a person with disabilities.

# Part C – Certification

<b>PART C – CERTIFICATION</b>	
I certify that the information on this form is correct and complete to the best of my knowledge.	
SIGNATURE	DATE SIGNED YYYY / MM / DD
X	
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<b>It is an offence (subject to a penalty of up to \$10,000) to make a false application for a home owner grant.</b>	

