# Checklist for building your own home

**Private Housing Officer**
Edward Diamond
Private Housing Officer
Cree First Nation of Waswanipi
1 Chief Louis R. Gull
(819)753-2587 Ext: 364
Email: private.housing@cfnw.ca
edward.diamond@cfnw.ca

**Mortgage Broker**
Louvein Green
Mortgage Broker
Val-d'Or, QC
(819)824-1476
Louvein.green@groupih.ca

**Local Land Registrar**
Zachary Perras-Phaneuf
Local Land Registrar
Cree First Nation of Waswanipi
(819)753-2587
zoning.officer@cfnw.ca

| Phase 1 | Submit to |
|---|---|
| ☐ Get a *Private Housing Application Form* from Private Housing Officer (Online Application Form available) | Private Housing Officer |
| ☐ Get a *Private Home Construction - Subsidy Application Form* from Private Housing Officer | Private Housing Officer |
| ☐ Meet with the bank for a Mortgage Pre-approval | Mortgage Broker |
| ☐ Complete Letter of Intent | Private Housing Officer |
| You will need: | |
| ☐ Bank statements (3 consecutive months) | Bank/Mortgage Broker |
| ☐ Recent Pay stub | Bank/Mortgage Broker |
| ☐ Proof of employment | Bank/Mortgage Broker |
| ☐ Federal and Provincial Income tax return of the last 2 years (every page) | Bank/Mortgage Broker |
| ☐ T4 and RL-1 of the last 2 years | Bank/Mortgage Broker |
| ☐ 2 forms of photo identification | Bank/Mortgage Broker |
| ☐ Federal notice of family allowance (if receiving family allowance) | Bank/Mortgage Broker |
| Find a Lot: | |
| ☐ Meet with the Local Land Registrar to find a suitable lot to build your house | Zachary Perras-Phaneuf (Local Land Registrar) |
| ☐ Request a perpetual grant and agreement of superficie | Zachary Perras-Phaneuf (Local Land Registrar)<br>Edward Diamond (Private Housing Officer) |
| If Building house on your own: | |

| Phase I | Submit to |
|---|---|
| ☐ Find an RBQ-licensed contractor for Plans and Specs | Ask the Private Housing Officer for List of Local Contractors in Waswanipi |
| ☐ From the contractor, get a signed letter of commitment | Contractor<br>Private Housing Officer |
| ☐ Finalize documentation | Private Housing Officer |

| Phase 2 | Share with |
|---|---|
| ☐ Get Home Insurance<br>→Bank<br>→Broker | Private Housing Officer |
| ☐ Get a letter of commitment from your bank<br>- A mortgage broker, Louvein Green can help you with this step | Private Housing Officer |
| ☐ Finalize and sign your mortgage using the house to secure the repayment of the loan to the bank | Private Housing Officer |
| ☐ Meet with the contractor again to sign a contract and finalize all arrangements of the house | Private Housing Officer<br>Contractor of Choice<br>Bank/Mortgage Broker |
| The Notary will begin paying the contractor using your subsidy and loan so BUILDING can start | |