

Secondary Suite Incentive Program (SSIP) User Guide

How to update a submitted application

Step 1: 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: User Guide: [How to login to the SSIP Portal](#)

Secondary Suite Incentive Program Portal

Welcome to the Secondary Suite Incentive Program Portal!

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: 604-439-4727 or 1-877-357-2577 and select option 3.

Login to the SSIP Portal using your  BC Services Card.

Login

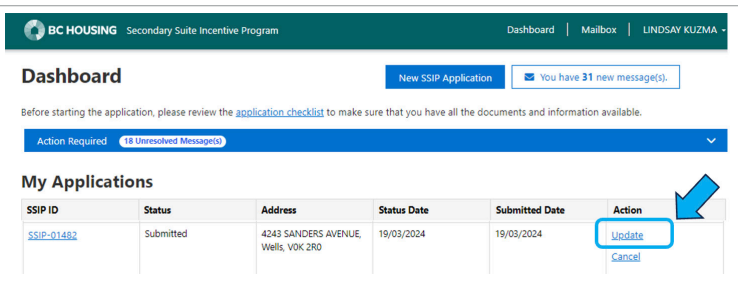


Step 2: Update

On the Dashboard, go to My Applications section. Click on **Update**.

Note:

- If the status of the SSIP application is **Submitted** or **Approved** – go to **Step 3a**
- If the status of the SSIP application is **Pre-Approved** – go to **Step 3b**



BC HOUSING Secondary Suite Incentive Program Dashboard | Mailbox | LINDSAY KUZMA

Dashboard New SSIP Application You have 31 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 18 Unresolved Message(s)

SSIP ID	Status	Address	Status Date	Submitted Date	Action
SSIP-01492	Submitted	4243 SANDERS AVENUE, Wells, V0K 2R0	19/03/2024	19/03/2024	Update Cancel

Step 3a: Change Requests

for **Submitted** and **Approved** applications

In Subject: Select “**Change to Homeowner(s) on Title**”

Under **Requested Change to Homeowner(s)** select from one of these dropdown options:

- Add names. If adding a new homeowner on title.
- Remove Names from Title. If a homeowner is being removed.
- Other Updates. For all other changes.

Create Request

File: SSIP-01598 Request Type: Change

Subject *
Change to Homeowner(s) on Title

Requested Change to Homeowner(s)

Add Names
Remove Names from Title
Other Updates

Step 3a: Change Requests

Tell us what changes you want to make.

Attach Files to support the request.

Click **Submit**

Step 3b: Change Requests

for **Pre-Approved** applications:

On the Dashboard, go to My Applications section and click **Update**.

SSIP-01534	Pre-Approved	4243 SANDERS AVENUE, Wells, VOK 280	21/03/2024	21/03/2024	Update Pause/Construction Complete Cancel
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For Pre-Approved applications you will have the following options to select from:

- Additional Funds
- Application Extension
- Change to Homeowner(s)

If you select **Additional Funds**:

- Fill out the form, enter updated construction cost Estimate
- Provide an explanation to support the request
- Attach new construction quotes or invoices
- Click **Submit**

If you select **Application Extension**:

- Fill out the form
- Attach updated Building Permit and other documents that supporting the request for an extension.
- Click **Submit**