

Application for a Habitat Home

If you have questions about how to fill out this form, please call the Habitat office at (250) 334-3777 and leave a message for the Family Selection Committee. Someone will return your call and assist you. **Please allow 6-8 weeks for processing.** Phone inquiries after this length of time are acceptable.

1. APPLICANT INFORMATION

Applicant				Co-Applicant			
Applicant's Name		Age & Birth date		Applicant's Name		Age & Birth date	
Present Address In Full				Relationship to Applicant			
		Own Rent		Present Address In Full		Own Rent	
Number of Years There _____				Number of Years There _____			
SIN Number		Home Phone		SIN Number		Home Phone	
				Work Phone			
Canadian Citizen		Landed Immigrant		Canadian Citizen		Landed Immigrant	
Other (Attach Explanation & Documentation)				Other (Attach Explanation & Documentation)			
Married		Common-law		Unmarried (Single, divorced, separated, widowed)			
Dependants (people who live with you other than the co-applicant)				Dependants (people who live with you other than the applicant)			
Name		Age		M or F?			
Relationship				Relationship			
Status		Cdn. Citizen ? ____ Landed Immigrant? ____ Other? ____		Status		Cdn. Citizen ? ____ Landed Immigrant? ____ Other? ____	
Name		Age		M or F?			
Relationship				Relationship			
Status		Cdn. Citizen ? ____ Landed Immigrant? ____ Other? ____		Status		Cdn. Citizen ? ____ Landed Immigrant? ____ Other? ____	
Name		Age		M or F?			
Relationship				Relationship			
Status		Cdn. Citizen ? ____ Landed Immigrant? ____ Other? ____		Status		Cdn. Citizen ? ____ Landed Immigrant? ____ Other? ____	
For additional household members please include a list with names, relationship to the applicant(s), and status to work and reside. If living at Present Address for Less Than Three Years, Complete the Following							
Previous Address In Full		Own Rent		Previous Address In Full		Own Rent	
Number of Years There		Monthly Rent		Number of Years There		Monthly Rent	
Date Application Received							

4. EMPLOYMENT INFORMATION

Please supply work history for the past year and a letter from each person's employer confirming this information together with a copy of that person's most recent Notice of Assessment from Revenue Canada. If Income has changed, please provide a pay stub to reflect this change.

Applicant - Current Job			Co-Applicant - Current Job		
Name and address of primary employer			Name and address of primary employer		
Position Held?			Position Held?		
Work Phone	Start Date	Finish Date	Work Phone	Start Date	Finish Date

Applicant - Previous Job 1			Co-Applicant - Previous Job 1		
Name and address of primary employer			Name and address of primary employer		
Position Held?			Position Held?		
Work Phone	Start Date	Finish Date	Work Phone	Start Date	Finish Date

Applicant - Previous Job 2			Co-Applicant - Previous Job 2		
Name and address of primary employer			Name and address of primary employer		
Position Held?			Position Held?		
Work Phone	Start Date	Finish Date	Work Phone	Start Date	Finish Date

If you have a second job, please complete the following:

Applicant - Second Job			Co-Applicant - Second Job		
Name and address of secondary employer, if applicable.			Name and address of secondary employer, if applicable.		
Position Held?			Position Held?		
Work Phone	Start Date		Work Phone	Start Date	

Any Other Household Members With Income

Applicant - Household Member		Co-Applicant - Household Member	
Name + address of employer or source of income (pension or retirement etc)		Name + address of employer or source of income (pension or retirement etc)	
a) Please include Most Recent Notice of Assessment.		a) Please include Most Recent Notice of Assessment.	
b) If your pay has changed, please provide a current pay stub.		b) If your pay has changed, please provide a current pay stub.	
Work Telephone Number	Start Date	Work Telephone Number	Start Date

NOTE: All blanks on this page must be completed. If the blank does not apply , please print N/A (not applicable)

5. MONTHLY INCOME AND TOTALS

Monthly Income Before Tax	Applicant	Co-Applicant	Others*	Documents Enclosed?
Monthly Income Before Tax - Current Job				
Monthly Income Before Tax - Current Job				
Monthly Social Assistance				
Monthly Child Tax Benefits				
Monthly Disability				
Monthly Spousal Support				
Monthly Child Support				
Provincial Childcare Supplements				
Monthly Pension Income				
Any other Income (attach written explanation of this income)				
Total				

PLEASE NOTE * For permanent household members who are not co-applicants we need information regarding their length of residence and contributions to the income of the household. Please attach a separate sheet and explain.

Please provide current proof of income for applicant and co-applicant. **Proof of income must include** (1.) a T-4 slip for the most recent year, (2) Revenue Canada Notice of Assessment, (3) a letter from your employer confirming (a) the length of your employment and (b) the annual rate of pay or the number of hours worked per week with the hourly rate of pay (4.) Employment Insurance (EI) benefits statement and other documents, if applicable. ~~For any history of bankruptcy, copies of discharge documents must be submitted.~~

6. MONTHLY EXPENSES AND TOTALS

Monthly Expenses	Applicant	Co-Applicant	Others	
Monthly Rent				
Monthly Utilities (Hydro/Gas/Cable/Telephone)				
Monthly Car Payments				
Insurance (Medical/House/Car/Etc)				
Child Care				
Monthly Credit Card Payments				
Monthly Student Loan Payments				
Monthly Spousal/Child Support Payment				
Other				
Total				

7. LONG TERM DEBTS YOU OWE

Total Balance on Master Card/American Express				
Total Balance on Visa				
Other Credit Cards (Zellers, Canadian Tire, etc.)				
Total Balance on Car Loan				
Total Balance on Student Loans				
Total Balance on Line of Credit				
Total Balance on Personal Loans				
Total Balance on Other Debts - Please Explain				
Total Amounts Owning				

8. ASSETS

List All Financial Accounts such as Chequing, Savings, RRSP's and others

Name and Address of Bank		Name and Address of Bank	
Account Type (Checking,Saving,RRSP,Mutual Funds etc.)	Balance	Account Type (Checking,Saving,RRSP,Mutual Funds etc.)	Balance
Account Type (Checking,Saving,RRSP,Mutual Funds etc.)	Balance	Account Type (Checking,Saving,RRSP,Mutual Funds etc.)	Balance
Account Type (Checking,Saving,RRSP,Mutual Funds etc.)	Balance	Account Type (Checking,Saving,RRSP,Mutual Funds etc.)	Balance
Account Type (Checking,Saving,RRSP,Mutual Funds etc.)	Balance	Account Type (Checking,Saving,RRSP,Mutual Funds etc.)	Balance
Account Type (Checking,Saving,RRSP,Mutual Funds etc.)	Balance	Account Type (Checking,Saving,RRSP,Mutual Funds etc.)	Balance
Total of above accounts		Total of above accounts	
Do you own any real estate? Please provide location & market value		Do you own any real estate? Please provide location & market value	
Do you own an automobile? Please provide year, make and model		Do you own an automobile? Please provide year, make and model	

9. PERSONAL REFERENCES

Please list at least 3 personal references from people who know you but are not related to you.

Name and address of First Reference		Name and address of Second Reference	
Relationship to Applicant		Relationship to Applicant	
Home Telephone Number	Work Telephone Number	Home Telephone Number	Work Telephone Number
Name and address of Third Reference		Name and address of Fourth Reference	
Relationship to Applicant		Relationship to Applicant	
Home Telephone Number	Work Telephone Number	Home Telephone Number	Work Telephone Number

The undersigned declare(s) that the statements made in this application are true and correct.

I/we, the applicant(s), consent to any inquiries by Habitat for Humanity Vancouver Island North deemed necessary to reach a decision on this application, including contacting references, and I/we consent to the disclosure at any time of any credit information about me/us by any credit reporting agency or by anyone with whom I/we have financial relations. I/we, the applicant(s), further certify that I/we have answered all the questions truthfully and to the best of my/our knowledge.

Date	Signature of Applicant	Signature of Co-Applicant	Date
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**THE FOLLOWING DOCUMENTS MUST BE INCLUDED
FOR BOTH APPLICANT AND CO-APPLICANT**

Please provide photocopies and not originals

Applicant

Co-applicant

1. Proof of Eligibility to Work and Reside in Canada

Canadian Citizenship or birth certificate if born in Canada OR landed immigrant papers

2. Employment Information - a letter from your employer stating:

- a) Current Earnings
- b) How long you worked there
- c) Whether you are full time or part time, permanent or on seasonal contract

3. Rental information

Either a letter from your landlord stating your current rent or a cancelled cheque or bank statement showing the current rent.

4. Financial Information

If an item does not apply please print NA (Not Applicable)

- a) Your most recent Notice of Assessment from Revenue Canada
- b) If your pay has changed, please also provide a current pay stub.
- c) Statements of amounts owing on every credit card and loan
- d) Assessment of Child Tax Benefit from Revenue Canada
- e) Statement of provincial childcare supplements
- f) Statement of disability income
- g) Proof of child or spousal support
- h) Discharge papers if you declared bankruptcy within the last 10 years
- i) Information about income from any other member of your household
- j) Statement of Social Assistance income

When you have completed your application please seal it in a large envelope, clearly mark the front of the envelope

FAMILY SELECTION COMMITTEE

Then mail or drop it off at the Habitat office or closest ReStore.