

**THE FOLLOWING DOCUMENTS MUST BE INCLUDED
FOR BOTH THE APPLICANT AND CO-APPLICANT**

STAGE I

A. Proof of eligibility to work and reside in Canada for ALL family members	APPLICANT	CO-APPLICANT	ADDITIONAL HOUSEHOLD MEMBERS
A1. Canadian Citizenship (Citizenship Certificate, Passport); OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2. Birth certificate if born in Canada ; OR	Or <input type="checkbox"/>	Or <input type="checkbox"/>	Or <input type="checkbox"/>
A3. Permanent Resident card (photocopy front & back)	Or <input type="checkbox"/>	Or <input type="checkbox"/>	Or <input type="checkbox"/>
B. Financial Information			
B1. Two most recent years (2024/2023) of Notices of Assessment from Canada Revenue Agency for both Applicant and Co-Applicant (even if Co-Applicant is not working). If 2024 not available, please send your 2024 T4(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2. Most recent Assessment of Canada Child Benefit from Canada Revenue Agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B3. Account Summaries from every bank that you bank with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Employment Information			
C1. Letter from your employer that includes ALL of the following information: <ul style="list-style-type: none"> • Current earnings (salary or per hour) • How many hours of work you are guaranteed per week • Start date (including the year) • Whether you are full-time or part-time • Whether you are permanent, temporary or seasonal 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2. Two most recent pay stubs for all individuals over 18 who are currently working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C3. If Self-Employed , provide your 2024 T1 & T2125 Tax forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Authorization and Release			
D1. Signed Authorization and Release form (will be emailed to you after you submit your application)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can attach your documents directly to the online application or you can submit them via:

E-mail: familyservices@habitatsouthernab.ca

Mail: Habitat for Humanity Southern Alberta Family Services
210 – 805 Manning Road NE
Calgary, AB. T2E 7M8

Drop off for Calgary: At the drop box, located beside the front door of our building