

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

**STAGE I**

<b>A. Proof of eligibility to work and reside in Canada for ALL family members</b>	<b>APPLICANT</b>	<b>CO-APPLICANT</b>	<b>ADDITIONAL HOUSEHOLD MEMBERS</b>
<b>A1.</b> Canadian Citizenship (Citizenship Certificate, Passport); OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>A2.</b> Birth certificate <u>if born in Canada</u> ; OR	Or <input type="checkbox"/>	Or <input type="checkbox"/>	Or <input type="checkbox"/>
<b>A3.</b> Permanent Resident card (photocopy front & back)	Or <input type="checkbox"/>	Or <input type="checkbox"/>	Or <input type="checkbox"/>
<b>B. Financial Information</b>			
<b>B1.</b> 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"/>
<b>B2.</b> Most recent Assessment of <b>Canada Child Benefit</b> from Canada Revenue Agency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B3.</b> Account Summaries from every bank that you bank with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Employment Information</b>			
<b>C1.</b> Letter from your employer that includes ALL of the following information: <ul style="list-style-type: none"> <li>• Current earnings (salary or per hour)</li> <li>• How many hours of work you are guaranteed per week</li> <li>• Start date (including the year)</li> <li>• Whether you are full-time or part-time</li> <li>• Whether you are permanent, temporary or seasonal</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C2.</b> Two most recent pay stubs for all individuals over 18 who are currently working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C3.</b> If <b>Self-Employed</b> , provide your 2024 T1 & T2125 Tax forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Authorization and Release</b>			
<b>D1.</b> 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](mailto: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