



Welcome to our online application form! Please read this carefully before you begin.

1. You can only use a **DESKTOP computer** to fill out this form. It will not work on a phone or tablet/iPad.
2. If you are unable to fill in your information on the computer, **please print the application form, complete it, sign it, and scan it.**

At the end of the application you will be asked to upload your application and other documentation we require. More about that later! Your application form is below!

IMPORTANT

- *At least one applicant in your household must currently have permanent, full-time employment.*
- *No self-employment income will be considered.*
- *A credit bureau check will be performed for each applicant.*
- *Two pieces of identification are required, for each applicant, to be sent along with submission (one must be a photo ID) Front and back. We will require ID for children later in the process.*

Approved:

Date:



Application for Habitat Homeownership

Applications must be received by _____, 20__
All information provided will be held in the strictest confidence.

Applicant's Information		Social Insurance Number
Last name	Given name	Date of birth (MM/DD/YYYY)
Home address		
City or town		Postal code
Home phone #	Work phone #	Cell phone #
Email address(es)		

Preferred method of contact
 Home phone Work phone Cell phone Email Text

Marital status (present)
 single widowed common-law (how long) _____ married (how long) _____
 divorced (provide date of divorce) _____ separated (provide date of separation) _____

Languages spoken in the home

Co-applicant's Information		Social Insurance Number
Last name	Given name	Date of birth (MM/DD/YYYY)
Home address (If same as above, check here <input type="checkbox"/>)		
City or town		Postal code
Home phone #	Work phone #	Cell phone #
Email address(es)		

Family

Family members who will be living in the Habitat home (include applicant and co-applicant)

Name (first, last)	Date of birth (MM / DD / YYYY)	Sex (M / F)	Relationship to applicant	Place of employment or school
			self	

Family Changes:

Do you expect any changes in the size of your family in the near future?

yes

no

If yes, explain

Pets:

Do you currently have pets? Yes No

Other pets (please list bird, fish etc.):

Number of dogs: _____

1. _____

Number of cats: _____

2. _____

3. _____

Housing

Current housing situation

owned rented When does your current lease expire?

If renting, what is your monthly rent? \$_____ Will rent increase? yes no When? _____

Landlord type: private government other:

Have you ever applied for a mortgage? yes no

What was the Outcome:

How does your current housing not meet your family's needs?

Housing history

Beginning with your current address, where have you lived over the past five years?

Address	Dates (from – to)	Name of landlord	Landlord's phone#
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special needs: please describe any disabilities or special needs of these family members:

Employment

Applicant employment history over the past five years. Begin with the most recent.

Company	Position	Supervisor	Start date (M / Yr.)	End date (M / Yr.)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Co-Applicant employment history over the past five years. Begin with the most recent.

Company	Position	Supervisor	Start date (M / Yr.)	End date (M / Yr.)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

Employment Goals

Is any family member planning a change of employment in the near future?

yes no _____

Is any family member planning to retrain or add to their skills in any way? If yes, please explain:

Debt

Current monthly household expenses

Rent	\$ _____
Child care / daycare	\$ _____
Payments on credit cards and loans (identified below)	\$ _____
Total monthly household expenses	\$ _____

Debt

Credit cards	Amount owed	Monthly payment
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
Loans and other debts (Lines Of Credit, Car Loans, Collections, student loans etc.)	Amount owed	Monthly payment
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
Total monthly debt repayment (lines 1-6)		\$ _____

Bankruptcy

Have you ever declared bankruptcy?

Applicant: yes no

Co-Applicant: yes no

If the answer was "yes" for either Applicant or Co-Applicant:

When was the bankruptcy? _____

What caused the bankruptcy? _____

Date of discharge from bankruptcy: Applicant: _____

Co-Applicant: _____

Other

Publicity and Promotions

Would you and your family be willing to participate in public events and appear in promotional materials for Habitat for Humanity? (All appearances in promotional materials, and participation in public events, would be approved by your family.)

yes no

Contact with Habitat for Humanity

Have you previously applied to Habitat for Humanity? yes no When? _____

How did you hear about Habitat for Humanity's homeownership program?

Black Family Initiative:

Do you identify as Black? yes no

Civida:

Were you referred by Civida? yes no

Metis Status - Metis Nation Association Citizen:

Are you a Metis Nation Association Citizen? yes no



Authorization and Release

The undersigned applicant(s) has (have) applied for Habitat Homeownership.

By signing below, the applicant(s) warrants the information in this application to be accurate and true and authorizes the release of information. I (we) understand and consent to all of the following:

(False or misleading information will be grounds for the rejection of this application.)

- A. Completing this application DOES NOT IN ANY WAY GUARANTEE HOUSING through the Habitat for Humanity Edmonton affiliate.
- B. Habitat for Humanity Edmonton retains the right to make any inquiries it deems necessary to reach a decision on this application, including, but not limited to, personal visits, credit checks, contacting references, and verification of employment.
- C. I (we) agree to supply additional up-to-date information when requested. All information will remain confidential.
- D. In the event of being selected for the homeownership program, I (we) agree to submit to a Police Information Check as a condition of entering into partnership with Habitat for Humanity Edmonton.
- E. I (we) understand that any documentation provided as part of the application process shall remain the sole property of Habitat for Humanity Edmonton; if selected, our information will be stored securely. If we are not selected, this information will be shredded in a timely fashion (contact information may be kept on file).
- F. If my family is not selected this year, it is my responsibility to re-apply, if I (we) so choose, to Habitat for Humanity, which I (we) may do after a minimum of one (1) year.

Signature of Applicant _____

Date: _____

Signature of Co-Applicant _____

Date: _____

CONGRATULATIONS!

You have finished the Application Form! Be sure to **print** your completed application, **sign** it, and then **scan** it into a PDF document! It is now time to upload ALL your documents. Carefully review the information below before you upload your documents.

IMPORTANT: you cannot send us “photos” of your documents – they need to be in PDF format. When you have uploaded your documents, we will contact you with the next step!

Additional Documents you will need to Upload:

EMPLOYMENT LETTERS

Two (2) years of employment history. A letter from each employer of each applicant stating:

- Current gross annual income
- How long you have worked with the company/organization
- How many hours you work per week
- Whether you are full-time or part-time; permanent or seasonal.

PAY STUBS

Provide pay stubs for the last three (3) consecutive months worked from each employer.

DOCUMENTS from CANADA REVENUE AGENCY (for each applicant)

Ensure you provide ALL pages for the following documents.

- Notice of Assessment for the most recent years (2019 and 2020)
- Alberta Employment Family Tax Credit
- Child Tax Benefit notice for the current year

BANK STATEMENTS

Three (3) months of most recent bank statements. You will need visit your branch to obtain these statements. Statements must include your name, account number, and financial institution.

IDENTIFICATION

Two pieces of identification are required, for each applicant, to be sent along with your submission (one must be a photo ID), front and back. We will require ID for children later in the process.

COMPLETED AND SIGNED APPLICATION

Be sure to include the Application Form that you completed! If you have not done so, **download** it, **sign** it, and then **upload** it with all of the above documents.

**If you require help or have questions, please call us at 780-453-2979.
We are more than happy to help!**