

PRELIMINARY APPLICATION FOR HOUSING

Please complete all sections of this application. Any personal information provided or subsequently obtained by Habitat for Humanity Wellington Dufferin Guelph (HFHWDG), as part of the application process, will be kept confidential.

Please print clearly

Primary Applicant		
First Name:	Last Name:	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident
Address:		
City:	Postal Code:	Home Phone:
Cell Phone:	Email:	
Co-Applicant		
First Name:	Last Name:	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident
Cell Phone:	Email:	
Relationship to primary applicant: <input type="checkbox"/> Married <input type="checkbox"/> Common Law (How long? _____) <input type="checkbox"/> Other (Please specify):		

*A Canadian Citizen is a person who is Canadian by birth or who has received a Canadian Citizenship certificate from Citizenship and Immigration Canada. A Permanent Resident is not a Canadian citizen but has been granted permission to live and work in Canada.

List your name(s) and the names of all members of your family that live with you:

First Name	Last Name	Date of Birth (DD/MM/YY)	Relationship to Primary Applicant
			Self



CURRENT HOUSING SITUATION

Address	Dates (To / From)

Does your monthly rent include utilities?

- Yes. *If yes, circle all utilities included in your rent:* ELECTRICITY WATER GAS
- No.

Describe your current housing conditions (i.e. the physical state of your home, for example; number of rooms, major repairs needed, etc.). Explain why your family needs a new home.

HOUSING HISTORY (for the last 5 years)

Address	Dates (To / From)	Monthly Rent

EMPLOYMENT HISTORY (for the last 5 years)

Primary Applicant			
Job Title	Name of Employer	Employer's Name & Phone Number	Duration of Employment (To / From)
Co-Applicant			
Job Title	Name of Employer	Employer's Name & Phone Number	Duration of Employment (To/From)



MONTHLY INCOME AND TOTALS

Please fill out the table below with the total monthly income (before taxes) for each non-student household member 18 years and over. All blanks on this page must be completed. If the blank does not apply, please print N/A (not applicable).

Monthly Income	Applicant	Co-Applicant
Monthly Income Before Tax – Current Job		
Monthly Social Assistance		
Monthly Old Age Security		
Monthly C.P.P.		
Monthly Pension		
Monthly Disability Pension		
Monthly Employment Insurance (EI)		
Monthly Court Ordered Child Support		
Monthly Canadian Child Benefit / Universal Child Care Benefit		
Monthly Spousal Support		
Other Income (Attach written explanation of this income.)		
Total Monthly Income		



MONTHLY EXPENSES AND TOTALS

Please fill out the table below with ALL of your monthly household expenses.

Monthly Expenses	Applicant	Co-Applicant
Monthly Rent		
Monthly Mortgage and Taxes (if applicable)		
Monthly Heating		
Monthly House Insurance		
Monthly Utilities (Telephone, Hydro, Cable etc.)		
Other Monthly Insurance (Life, Car etc.)		
Monthly Child Care		
Monthly Credit Card Payments		
Monthly Personal Loan Payments		
Monthly Student Loan Payments		
Monthly Car Payments		
Monthly Spousal/Child Support Payments		
Other Expense (Attach written explanation of this expense.)		
Total Monthly Payments		



DEBT AND ASSETS

Debt	Applicant	Co-Applicant
Please include all loans, credit cards, lines of credit and debts owing. <i>If you need more space, please attach a separate sheet.</i>	Name of Lender/Credit Card: _____ Account Number: _____ Balance: \$ _____ Monthly Payment: \$ _____ Months left to pay: _____	Name of Lender/Credit Card: _____ Account Number: _____ Balance: \$ _____ Monthly Payment: \$ _____ Months left to pay: _____
	Name of Lender/Credit Card: _____ Account Number: _____ Balance: \$ _____ Monthly Payment: \$ _____ Months left to pay: _____	Name of Lender/Credit Card: _____ Account Number: _____ Balance: \$ _____ Monthly Payment: \$ _____ Months left to pay: _____
	Name of Lender/Credit Card: _____ Account Number: _____ Balance: \$ _____ Monthly Payment: \$ _____ Months left to pay: _____	Name of Lender/Credit Card: _____ Account Number: _____ Balance: \$ _____ Monthly Payment: \$ _____ Months left to pay: _____
	Other (personal loans, student loans etc.)	Other (personal loans, student loans etc.)
Total Balance Owing		
Asset	Applicant	Co-Applicant
List all assets (property, vehicles, saving etc.)		
Total Assets		



BANKRUPTCY

	Applicant	Co-Applicant
Have you ever declared bankruptcy? If yes, has the bankruptcy been discharged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No When? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No When? _____

WILLINGNESS TO PARTNER

Sweat Equity Hours

To be considered for a Habitat home, you and your family must be willing to complete up to a maximum of 500 hours of volunteer service to Habitat for Humanity Wellington Dufferin Guelph within two years of being selected. Your help in building your home and the homes of others is called "Sweat Equity" and may include helping with construction, working in the ReStore, assisting in the office, or other approved events and activities. This is voluntary service that has no associated monetary compensation to you or any member of your family.

I AM WILLING TO COMPLETE THE REQUIRED SWEAT EQUITY HOURS

Please answer Yes or No Applicant _____ Co-Applicant _____

SUPPORTING DOCUMENTATION

Please provide copies of the following supporting documents for both the applicant and co-applicant to this application:

- Proof of Status - Citizenship, Permanent Resident (Example: birth certificate, citizenship card, passport, documents showing landed immigrant status).
- Notice of Assessments – a copy of your most recent Canada Revenue Agency Notice of Assessment
- Child Tax Benefit – a copy of your most recent Child Tax Benefit statement
- Proof of rent – bank statement, cancelled cheque or receipt
- Current pay stub

If applicable, attach the following:

- Child Support or Spousal Support – verification of child support or spousal support
- Previous bankruptcy – copy of discharge

Please be advised that successful applicants at the first interview level will then be required to provide the following documents:

- Credit Report
- Police Check
- Personal References (3)



Building homes. Building community.

AUTHORIZATION AND RELEASE

The undersigned applicant(s) applies/apply for a Habitat Home and a no-interest loan to finance the purchase price of the home. The applicant(s) authorize(s) Habitat for Humanity to evaluate the actual need of the applicant(s) for a Habitat home, their ability to repay the loan and other expenses of home ownership, and their willingness to participate in the Habitat partnership.

The evaluation will include personal visits, a credit check, contact of references (landlords, employer and personal) and a police check. All information will remain confidential. The original copy of this application will be retained by Habitat for Humanity even if the application is not approved.

By signing below, the applicant(s) warrants(s) the information on this application to be complete, accurate and true, and authorize(s) the release of information. The applicant(s) also agree(s) to supply additional up-to-date information when requested.

Applicant's Signature: _____

Date (DD/MM/YYYY): _____

Co-Applicant's Signature _____

Date: (DD/MM/YYYY): _____

Please return the completed application and requested information to:

Attn: Family Services Committee
Habitat for Humanity Wellington Dufferin Guelph
100B – 104 Dawson Rd.
Guelph, ON N1H 1A6
tel: 519-767-9752, ext. 25
email: family@habitatwdg.ca