



Deadline: April 03, 2018

Reference Information

References: (Please list 3 references - Your current Landlord + two others)

Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____

Would you be available for interviews? Yes _____ No _____

(The selection process may require a number of interviews with various professionals)

I certify that the above information is correct and complete. I hereby give my consent to the Humans Helping Humans Housing Foundation to contact my employer, landlord and any other references deemed necessary to confirm the information I have provided. I understand that my information will be kept confidential and disclosed only to appointed representatives of the Foundation for the purposes of the family selection process.

Applicant #1 Signature _____ Date: _____

Applicant #2 Signature _____ Date: _____

Applicant #1 Name: _____			
Last name	Initial(s)	First name	
Applicant #2 Name: _____			
Last name	Initial(s)	First name	
Current address: _____			
City/Town	Street/Land description	Postal Code	
Mailing Address: _____			
(If different from above)			
If you have lived at this address for less than one (1) year please provide the address(s) for the previous two (2) years – please use additional pages if necessary:			
_____	Contact person: _____	Phone # _____	
_____	Contact person: _____	Phone # _____	
_____	Contact person: _____	Phone # _____	
Phone: Home: () _____ Work: () _____ Cell: () _____			
E - mail Address: _____			
Children: _____			
Age	Gender	Age	Gender
Age	Gender	Age	Gender
Other Dependents: _____			
(Please Specify)			



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How long have you lived in: Drayton Valley _____ Brazeau County _____

Where did you live prior: _____

What is your current living situation: _____
(ie: renting, living with family, own home, affordable housing)

Current marital relationship: _____
(single never married, divorced, common law)

If you have recently been divorced or experienced a common law break up, provide the date of the divorce or break up _____

Applicant #1

Employer: _____ Position: _____
 Contact Person: _____ Phone #: _____
 Employed Since: _____ Gross Monthly Income: \$ _____
 Length of employment: _____ Length of previous employment: _____

Applicant #2

Employer: _____ Position: _____
 Contact Person: _____ Phone #: _____
 Employed Since: _____ Gross Monthly Income: \$ _____
 Length of employment _____ Length of previous employment: _____

The information gathered in this questionnaire is intended to assist Humans Helping Humans Housing Foundation (HHHF) in determining your suitability to participate in our housing program and to assist our Family Nurturing Committee in working more effectively with you and your family. All information gathered will be held in the strictest confidence and shared only with HHHF's Family Selection and Family Nurturing committees.

Please answer the following questions to the best of your ability. If you require assistance in completing this form, please do not hesitate to call Robert White at (780) 621-8374 or e-mail: humanshelpinghumans@hotmail.com

Please note the information below MUST include all family members who will be living in the home:

Income:	
Total monthly employment income before taxes are deducted:	
Applicant #1:	\$
Applicant #2:	\$
Total monthly income from child support and/or maintenance payments for each adult applying (Please specify amount actually paid. If payments are missed or not paid as court ordered, please note that.)	Applicant #1 \$ Applicant #2 \$
Total monthly income from Child Tax Credit	\$
Any other income (from sources not described above), please list source and amount below.	



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Assets:	
Do you have any funds in a bank (E.g. chequing, savings, investments, stocks, etc.)? If so, list them and the value.	
Do you own any vehicles or property? If so, please list them, even if you have a loan attached.	
Expenses:	
Monthly rent	\$
Monthly food costs	\$
Monthly clothing costs	\$
Monthly personal expenses (haircuts, etc.)	\$
Monthly child care costs (daycare, babysitting, etc.)	\$
Monthly phone costs (include cell and land line fees)	\$
Monthly cable/Netflix, etc.	\$
Monthly internet service costs	\$
Monthly water and sewer costs	\$
Monthly heating costs	\$
Monthly electricity costs	\$
Medical expenses (include prescription costs)	\$
Dental expenses	\$
Monthly educational costs (include school fees, bussing charges, school supplies, etc.)	\$
Monthly student loan payments (if any)	\$
Do you own/lease a vehicle: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, what are your monthly payments?	\$
If no, what are your monthly transportation costs (bus, etc.)	\$
Monthly car maintenance fees (gas, oil, repairs, etc.)	\$
Monthly car insurance costs	\$
Monthly costs for 'other' insurance (include renters insurance, life insurance, etc.)	\$
Monthly entertainment costs	\$
Monthly cost of tobacco and alcohol	\$
Do you have credit cards? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, list each below and include monthly payment for each in column to the right.	
	\$



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	\$	
Do you have outstanding loans or lines of credit at any financial institutions? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, list each below and include monthly payment for each in column to the right.		
	\$	
	\$	
Do you have any other financial obligations or owe money to anyone, other than what you have noted above? (E.g. to family, friends, payday loans companies, etc.) Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, list each below and include monthly payment for each in column to the right.		
	\$	
	\$	
Financial history:	Yes	No
Have you defaulted on a loan in the past 10 years?		
Have you defaulted on student loans?		
Are you currently involved in any legal proceedings or judgements? If yes, give details.		
Have you been involved in Bankruptcy protection		

- If additional space is required for any answers, please use back of page.

Application Checklist

To ensure your application is processed as quickly as possible please check that you have enclosed a copy of each of the following:

A completed application form

Yes ___ No ___

If you have not filled in each box provide an explanation as to why you have not

A criminal records check for all persons over the age of 18 years who will be living at the home

Yes ___ No ___

If not provide an explanation as to why you have not



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An Alberta Government “Intervention Record Check” - Child and Family Office for each adult applicant or any person over the age of 18 years who will be living in the home

Yes ___ No ___

If not provide an explanation as to why you have not

A completed Financial Resume

Yes ___ No ___

If not provide an explanation as to why you have not

A completed plan for completing 500 hours of volunteer work (please refer to the application form for more information)

Yes ___ No ___

If not provide an explanation as to why you have not

A completed and signed reference list

Yes ___ No ___

If not provide an explanation as to why you have not

APPLICATIONS RECEIVED AFTER THE DEADLINE POSTED MAY NOT BE CONSIDERED

Qualification criteria are as follows:

1. The applicant must be a family of at least one adult parent/legal guardian and one minor child
2. The applicant family must live within the Town of Drayton Valley or Brazeau County and must have done so for at least the past year
3. The applicant family must have the ability to repay the mortgage
4. The applicant family must demonstrate a need for affordable housing
5. The applicant family must be willing and able to complete 500 volunteer hours in the community
6. Applicants MUST be Canadian Citizens or Permanent Residents of Canada

If you are uncertain whether you meet these criteria you are encouraged to apply anyway. Your eligibility will be determined by the application administrator and/or the Family Selection Committee



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The application process will take place in stages.

Stage 1:

Applications **MUST** be received by the Humans Helping Humans Housing Foundation (HHHMF) Administrator not later than the posted deadline. **Applications must be returned through Canada Post - personal delivery of the information will not be accepted.** A file number will be assigned by the HHHMF administrator or the chair of the Family Selection Committee. An applicant profile will be developed and entered into a database. Please note that all identifying information will be removed from the applicant profile prior to it being presented to the Family Selection Committee. The applicants may be contacted by the administrator to clarify information.

The applicant profile will be presented to the Family Selection Committee for review and screening to determine if the above criteria are met.

Stage 2:

Applicants who meet these criteria will have their information forwarded to the HHHMF Financial Coordinator who will schedule an interview time. Please note all applicants must consent to a credit check and a financial review.

If the applicants meet the financial criteria they will then advance to the family interview. A Family Interview Consultant will schedule an appointment with the applicant family.

Families who do not meet the requirements of Stage 1 or 2 will be notified by the chair of the Family Selection Committee.

Stage 3:

The final decision will be made by the Family Selection Committee based on the recommendations of the Financial Coordinator, Family Interview Consultant and the individual needs of each family. The names of the successful applicants will be presented to the Executive Board. The President of HHHMF will notify the selected families of the decision.

If you require assistance with this application please contact:
Robert White at (780) 621-8374 or by email: rjsafety@telus.net

Once the application is completed place it in the envelope provided addressed to:

Chair - Family Selection Committee
Humans Helping Humans Housing Foundation
Box 6735
Drayton Valley, AB
T7A 1S2



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The completed application must be mailed to the above address.

No personal deliveries will be accepted.

Documents required to be submitted with a completed Application Form are:

- A completed financial resume as attached
- A Criminal Record Check – not older than 3 months from submission date for each adult applicant or any adult who will be living in the home
- An Alberta Government Child and Family “Intervention Record Check” for each adult applicant or any person over the age of 18 years who will be living in the home
- A completed and signed reference list as provided below
- **A plan for completing 500 hours of volunteer work within 16 months of the date of the registration of the mortgage and achieving a minimum of 125 hours in each of the four month intervals from the date of the mortgage registration.**

The plan must include:

- The name(s) and contact numbers of any family or friend who will be helping you complete the required hours
- Plans for child care, if applicable, when you are completing the required hours
- How you plan to complete the hours
- A Firm time line of when you intend to complete the first 125 hours and tentative time lines for each additional 125 hours