

# Document Checklist

Please use the checklist below to ensure all your documents are in order. All applications must include the items listed below the heading "All Applicants". Depending on what category you qualify under, please refer to the applicable section for the additional documents required for your application submission.

## All Applicants

- Application completed in full
- 2 Pieces of ID (one with photo and one confirming legal status in Canada)
- 2021 Tax Notice of Assessment (must show line 15000)
- All supporting Asset documents (i.e.: statements or snapshots of bank accounts, investments, property tax assessments, vehicle registration, sources of down payment and other valuables)
- All supporting Liability documents (i.e.: statements or snapshots of credit card accounts, loans, leases, mortgages, and other debts)

## Canmore Permanent Employment

- Letter of Employment or Employment Contract
- 3 Most recent payslips

## Canmore Employment and Residency

- Employee (Part-time)**
  - Letter of Employment or Employment Contract
  - 3 Most recent payslips

**OR**

- Self Employed**
  - Business License
  - Proof of Business Ownership
  - Letter outlining your weekly hours spent working for the business

**OR**

- Retiree**
  - Proof of current Canmore Residency (Lease & Landlord Contact or Property Tax Assessment)
  - Proof of past Canmore Residency (Lease & Landlord Contact or Property Tax Assessment)
  - 3 years of T4 statements from a Canmore employer or Record of Employment (ROE) supporting 3 years of employment in Canmore.

## Canmore Long Term Resident

- Proof of current Canmore Residency (Lease & Landlord Contact or Property Tax Assessment)
- Proof of past Canmore Residency (Lease & Landlord Contact or Property Tax Assessment)

*Note: Applications received and that are not fully completed, or do not provide all the supporting documentation will be returned and not processed.*

*Please contact CCH for acceptable alternatives should any of the above documents not be available.*

**1. GENERAL INFORMATION**
**Number of Applicants.** Adults \_\_\_\_\_

<b>APPLICANT 1</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Divorced Please indicate your marital status as reported on your most recent Income Tax and Benefit Return	<b>APPLICANT 2</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common-Law <input type="checkbox"/> Divorced Please indicate your marital status as reported on your most recent Income Tax and Benefit Return
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**2. CONTACT INFORMATION**

Legal Name:	Legal Name:
<b>Phone</b> Home:	<b>Phone</b> Home:
Cell:	Cell:
<b>Email:</b>	<b>Email:</b>
Street Address:	Street Address:
Mailing Address: <input type="checkbox"/> Same	Mailing Address: <input type="checkbox"/> Same

**3. AGE & LEGAL STATUS IN CANADA**

All applicants on title must be of Alberta legal age (18 years) and must be a Canadian Citizen or Permanent Resident. Each applicant must provide a minimum of two (2) original pieces of identification, one with photo and one confirming status in Canada. Identification will be photocopied and returned to the applicant at the time the application is submitted.

Birthdate: DD / MM / YY	Birthdate: DD / MM / YY
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident
<b>Provide two (2) pieces of ID, one with photo:</b>	<b>Provide two (2) pieces of ID, one with photo:</b>
<input type="checkbox"/> Canadian Birth Cert. <input type="checkbox"/> Permanent Residency Card	<input type="checkbox"/> Canadian Birth Cert. <input type="checkbox"/> Permanent Residency Card
<input type="checkbox"/> Canadian Passport <input type="checkbox"/> Canadian Citizenship Card	<input type="checkbox"/> Canadian Passport <input type="checkbox"/> Canadian Citizenship Card
and/or:	and/or:
<input type="checkbox"/> AB Operator's License <input type="checkbox"/> Other: _____	<input type="checkbox"/> AB Operator's License <input type="checkbox"/> Other: _____
<input type="checkbox"/> AB Identification Card	<input type="checkbox"/> AB Identification Card

**4. CANMORE EMPLOYMENT & RESIDENCY**

At least one applicant must meet **ONE** of the three Canmore Employment and Residency categories below:

**1. Canmore Permanent Employment:** Currently work at least 30 hours per week in permanent employment with a licensed Canmore business for at least 6 months. *Complete Section 4A only.*

**2. Canmore Employment and Residency:** Currently live in Canmore and shall have lived in Canmore for at least 12 months prior to possession of a Vital Homes home **AND** be one of the following:

- i. employee working in Canmore for a licensed Canmore business at least 20 hours per week for at least 6 months; or
- ii. self-employed person with a Canmore business license or recognized equivalent performing services for the business for at least 6 months; or
- iii. retiree with at least 60 months of Canmore work experience within the 10 years prior to retirement.

*Complete Sections 4B and 4C.*

**3. Canmore Long-term Resident:** Currently live in Canmore and shall have lived in Canmore for at least 60 months prior to taking possession of a Vital Homes home. The residency requirement may be fulfilled through cumulative or consecutive months within the last 10 years. *Complete Section 4C only.*

You may apply at any time but must meet the timeline criteria for residency and/or employment prior to taking possession of a Vital Homes home.

*If additional space is required to report employers, residences, or landlords, please include an extra page. If unable to provide documentation requested, please contact CCH for acceptable alternatives.*

**APPLICANT 1**

**4A. CANMORE PERMANENT EMPLOYMENT**

Full-time Permanent Employee (30+ hours/week)

Business Name:	Contact Name:
Starting Date: DD / MM / YY	Contact Position:
Hours/Week:	Phone:
Proof of Employment: <input type="checkbox"/> Employment Contract or Letter <b>AND</b> <input type="checkbox"/> Three Most Recent Payslips	

[Go to Section 5: Net Assets](#)

**4B. CANMORE EMPLOYMENT & RESIDENCY**

Part-time Permanent or Non-Permanent Employee (20+hours/week)

Business Name:	Contact Name:
Starting Date: DD / MM / YY	Contact Position:
Hours/Week:	Phone:
Proof of Employment: <input type="checkbox"/> Employment Contract or Letter <b>AND</b> <input type="checkbox"/> Three Most Recent Payslips	

**OR**

Self-employed

Proof of Employment: <input type="checkbox"/> Canmore Business License <b>AND</b> <input type="checkbox"/> Proof of Business Ownership <b>AND</b> <input type="checkbox"/> Statement of hours
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**OR**

Retiree

Proof of Employment: <input type="checkbox"/> Letter from previous Canmore employer <b>OR</b> <input type="checkbox"/> Five (5) years of T4 Statements of Remuneration paid from a Canmore Employer
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[Go to Section 4C: Residency](#)

**4C. CANMORE RESIDENCY**

Proof of current residency

**AND**

Canmore Employment and Residency: 12 months of Canmore residency information required.

Canmore Long-term Resident: 60 months of Canmore residency information required.

Street Address	From	To	Months
	DD/MM/YY	DD/MM/YY	
	DD/MM/YY	DD/MM/YY	
	DD/MM/YY	DD/MM/YY	
	DD/MM/YY	DD/MM/YY	

**Total Canmore Residency:**

**For each address, please provide the following proof of residency:**

For tenants, a rental lease agreement for the tenancy Period

**AND**

1.Landlord Name:	Phone:
2.Landlord Name:	Phone:
3.Landlord Name:	Phone:
4.Landlord Name:	Phone:

**OR**

For owners, a Property Tax Assessment notice for each year

[Go to Section 5: Net Assets](#)

**5. NET HOUSEHOLD ASSETS**

Combined Net Household Assets should not exceed \$143,485, excluding RRSP, RESP, RRIF, and Pension Plans and one vehicle (the lower value vehicle if more than one is owned).

**All adults living in the household must include all personal assets and liabilities in the Net Asset calculation.**

*Supporting documents for all listed assets and liabilities must be submitted with application.*

**5A. ASSETS**

Cash and Investments	Type of Account	Financial Institution	Account #	Current Balance/Value	
<b>Cash in Bank</b> Please provide bank statement or account snapshot.	<input type="checkbox"/> Chequing			\$ _____	
	<input type="checkbox"/> Savings			\$ _____	
	<input type="checkbox"/> TFSA			\$ _____	
	<input type="checkbox"/> Other			\$ _____	
<b>Investments</b> (non-RRSP/RESP/RDSP only) Please provide investment statement or snapshot.	<input type="checkbox"/> GIC			\$ _____	
	<input type="checkbox"/> Investment			\$ _____	
	<input type="checkbox"/> Stocks / Bonds			\$ _____	
	<input type="checkbox"/> Other			\$ _____	
<b>Real Estate</b>	<b>Civic Address of Property</b>			<b>Tax Assessed Value</b>	
Please provide a copy of the most recent property tax assessment.				\$ _____	
<b>Automobile/Personal Vehicles</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Kilometres</b>	<b>Estimated Value</b>
Please provide a copy of the owner registration (pink slip).					\$ _____
					\$ _____
<b>Other Assets</b>					
Down Payment Sources (not listed above)	<input type="checkbox"/> Gift / Loan			\$ _____	
	<input type="checkbox"/> Other			\$ _____	
Personal Items Appraised at Over \$5000	Description: _____			\$ _____	
	_____			\$ _____	
<b>TOTAL ASSETS (5A)</b>				\$ _____	

**5B. LIABILITIES**

Liabilities	Type / Institution	Account #	Current Balance
<b>Credit Cards / Lines of Credit</b> Please provide bank statement or account snapshot.	<input type="checkbox"/> _____	_____	\$ _____
	<input type="checkbox"/> _____	_____	\$ _____
	<input type="checkbox"/> _____	_____	\$ _____
	<input type="checkbox"/> _____	_____	\$ _____
<b>Loans / Lease Agreements</b> Please provide loan statement or snapshot.	<input type="checkbox"/> _____	_____	\$ _____
	<input type="checkbox"/> _____	_____	\$ _____
<b>Other Debt</b>	<input type="checkbox"/> _____	_____	\$ _____
	<input type="checkbox"/> _____	_____	\$ _____
<b>Real Estate Mortgage</b> Please provide loan statement.	Lending Institution: Contact Name: Contact Number:		\$ _____
<b>TOTAL LIABILITIES (5B)</b>			\$ _____

<b>TOTAL ASSETS (5A) – TOTAL LIABILITIES (5B) = NET ASSETS</b>	\$ _____
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APPLICANT 1	APPLICANT 2
<b>6. INCOME</b>	
Maximum allowable gross annual household income is \$147,423 based on your 2021 Tax Notice of Assessment from the Canada Revenue Agency (see Line 15000). <b>All adults living in the household must include their income as reported on line 15000 of the most recent Tax Notice of Assessment.</b>	
Gross Annual Income: \$ _____	Gross Annual Income: \$ _____
<b>Combined Gross Household Income: \$ _____</b>	
<b>Proof of Income:</b> <input type="checkbox"/> Canada Revenue Agency Tax Notice of Assessment 2021	<b>Proof of Income:</b> <input type="checkbox"/> Canada Revenue Agency Tax Notice of Assessment 2021

<b>7. FOIP NOTIFICATION</b>
The personal information you provide on this form is being collected under the authority of Section 33(c) of <b>Alberta's Freedom of Information and Protection of Privacy Act</b> . This information will be used by Canmore Community Housing to determine eligibility for and to administer the Vital Homes Housing program in Canmore. The privacy provisions of the Freedom of Information and Protection of Privacy Act protect your personal information. If you have any questions about the collection of this information please contact CCH's FOIP Coordinator at 203, 600A 9 <sup>th</sup> Street, Canmore, AB, T1W 2T2.

<b>8. AUTHORIZATION</b>	
I/We agree and give consent to CCH or their authorized agent to: <ul style="list-style-type: none"> <li>• contact my past and present employers to verify employment information;</li> <li>• contact my past and present landlords to verify residency;</li> <li>• request a written credit report on my behalf, and</li> <li>• use information from my application as part of a demographic profile of Vital Homes applicants.</li> </ul>	
Signature:	Signature:
Date:	Date: