



Habitat for Humanity Chatham-Kent
 566 Riverview Drive
 Chatham, ONN7M 0N2
 Bus: 519.352.4440
www.habitatchatham-kent.ca

CHECKLIST

Thank you for your interest in applying for a Habitat for Humanity Chatham-Kent home. To ensure your application is complete, please check that you have included the below photocopied documents with your application that apply to you.

Applicant	Co-Applicant	>=18 years	Documents	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Birth Certificates for ALL household members	Birth certificate if born in Canada, or Canadian Citizenship or Landed Immigrant Papers or Permanent Resident Card (both sides)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School Info. > 18 yrs.	Proof of full-time or part-time enrolment for any member of the household over the age of 18 years who is in a recognized school (e.g. registration confirmation, tuition statement, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notice of Assessments	Current "Notice of Assessments" from Canada Revenue Agency
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pay stubs	Three (3) of the most current pay stubs showing gross pay, year to date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proof of Employment	Letter from the employer(s) confirming: length of employment (e.g. start date and end date, if applicable), status (e.g. permanent, full-time, part-time, contract, or seasonal), and salary or hourly wage plus number of hours worked per week (3 years of employment history)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Income	Copies of any other documents showing income for all household members aged eighteen (18) years or older
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alimony/Support Payments	Proof of spousal or child support payments that you receive
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disability Statements	Current disability statements & drug cards (ODSP, CPP, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employment Insurance (EI)	Most current Employment Insurance (EI) benefits statement and other supporting documents
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ontario Works (OW)	Most current statement of Ontario Works or other social assistance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Canada Pension Plan (CPP) or RSP Benefits	Most current statement of any pension (CPP) or RSP income
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assets	Copies of asset statements such as bank accounts, RRSPs, GICs, stocks, bonds, debentures, insurance policies, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal Separation/Divorce	Proof of legal separation/divorce
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Long Term Debt	Recent statements for credit cards, lines of credit, loans with balances owing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy Discharge	Copies of discharge documents for any bankruptcies

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current housing costs	Proof of current housing costs, such as: a copy of a recent rent cheque or a rent receipt, a copy of your lease, copies of utility bills (hydro and gas)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child Tax Benefit	Most current Canada Child Tax Benefit statement (both pages)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ontario Child Care Supplement for Working Families	Recent Ontario Child Care Supplement for Working Families statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Universal Child Care Benefit	Most current Universal Child Care Benefit statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Past Housing History	Three years residency history
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Liens &/or Judgements	Copies of liens and/or judgements
<input type="checkbox"/>	<input type="checkbox"/>	n/a	Signed Consents	For Employer, Financial, Landlord & Personal References consents