



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

Authorization for Release of Information - Financial

A. This section is to be completed by the Applicant.

I, \_\_\_\_\_, am authorizing you to release this information to Habitat for Humanity Chatham-Kent for the purpose of determining credit reference regarding my application for housing.
Applicant Signature Date

B. This section is to be completed by the Financial Institution.

The applicant listed above may partner with Habitat for Humanity Chatham-Kent, to buy a home with an interest-free mortgage. Habitat for Humanity Chatham-Kent requires a normal credit reference for this family. Any information which you can provide for us will be appreciated.

Name of Financial Institution: \_\_\_\_\_

Years Applicant has been a client? \_\_\_\_\_

Average balance [ ] \$0 to \$99 [ ] \$100 to \$499 [ ] \$500 to \$999 [ ] \$1000+

NSF cheque history? [ ] no NSF [ ] periodic [ ] regular

RRSP, RESP, GIC/ other investments? [ ] RRSP [ ] RESP [ ] GIC [ ] Other

Outstanding loans, mortgages, lines of credit? \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE:

NAME: \_\_\_\_\_ PLEASE PRINT

POSITION: \_\_\_\_\_

*This information will be kept confidential.*

<b>FOR OFFICE USE ONLY</b>	
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## Authorization for Release of Information - Financial

*C. This section is to be completed by the Co-Applicant.*

<p>I, _____, am authorizing you to release this information to Habitat for Humanity Chatham-Kent for the purpose of determining credit reference regarding my application for housing.</p>	
_____	_____
<b>Co-Applicant Signature</b>	<b>Date</b>

*D. This section is to be completed by the Financial Institution.*

The applicant listed above may partner with Habitat for Humanity Chatham-Kent, to buy a home with an interest-free mortgage. Habitat for Humanity Chatham-Kent requires a normal credit reference for this family. Any information which you can provide for us will be appreciated.

**Name of Financial Institution:** \_\_\_\_\_

Years Co-Applicant has been a client? \_\_\_\_\_

Average balance     \$0 to \$99     \$100 to \$499     \$500 to \$999     \$1000+

NSF cheque history?     no NSF     periodic     regular

RRSP, RESP, GIC/ other investments?     RRSP     RESP     GIC     Other

Outstanding loans, mortgages, lines of credit? \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

PLEASE PRINT

POSITION: \_\_\_\_\_

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## Letter of Personal Reference

*E. This section is to be completed by the Applicant.*

I, \_\_\_\_\_, am authorizing you to release  
this information to  
Habitat for Humanity Chatham-Kent.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*F. This section is to be completed by the individual providing the Reference.*

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacity have you known the applicant?  
\_\_\_\_\_

3. Do you believe this applicant would be a responsible homeowner and good neighbour?

Yes     No

Comments:

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4. Why do you feel this applicant should be chosen?

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5. Other information you want to share with us:

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_ (PLEASE PRINT)

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

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## Letter of Personal Reference

*G. This section is to be completed by the Co-Applicant.*

I, \_\_\_\_\_, am authorizing you to release this information to Habitat for Humanity Chatham-Kent.

\_\_\_\_\_

\_\_\_\_\_

Co-Applicant Signature	Date
------------------------	------

**H. This section is to be completed by the individual providing the Reference.**

- 6. How long have you known the applicant? \_\_\_\_\_
- 7. In what capacity have you known the applicant? \_\_\_\_\_
- 8. Do you believe this applicant would be a responsible homeowner and good neighbour?  
 Yes     No

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Why do you feel this applicant should be chosen?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Other information you want to share with us:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_ (PLEASE PRINT)

ADDRESS: \_\_\_\_\_

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**Authorization for Release of Information - Employer**

*I. This section is to be completed by the **Applicant**.*

<i>I, _____, am authorizing you to release this information to Habitat for Humanity Chatham-Kent for the purpose of developing character reference regarding my application for housing.</i>	
_____	_____
<b>Applicant Signature</b>	<b>Date</b>
<b>To: Name of Employer</b>	
<b>Employer's Address:</b>	
<b>Employer's Telephone #:</b>	

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*J. This section is to be completed by the **Employer**.*

Length of employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Working relationship with other employees:

\_\_\_\_\_

Work Record:  
(reliability, punctuality, etc.)

\_\_\_\_\_

Other Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_  
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POSITION: \_\_\_\_\_

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## Authorization for Release of Information - Employer

*K. This section is to be completed by the **Co-Applicant**.*

<p>I, _____, am authorizing you to release this information to Habitat for Humanity Chatham-Kent for the purpose of developing character reference regarding my application for housing.</p>	
_____	_____
<b>Co-Applicant Signature</b>	<b>Date</b>
<b>To: Name of Employer</b>	
<b>Employer's Address:</b>	
<b>Employer's Telephone #:</b>	

*L. This section is to be completed by the **Employer**.*

Length of employment: \_\_\_\_\_ Years \_\_\_\_\_ Months

Working relationship with other employees:

\_\_\_\_\_

Work Record:  
(reliability, punctuality, etc.)

\_\_\_\_\_

Other Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
NAME: \_\_\_\_\_  
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POSITION: \_\_\_\_\_

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## Authorization for Release of Information - Landlord

*M. This section is to be completed by the Applicant.*

I, _____, am authorizing you to release the following information to Habitat for Humanity Chatham-Kent for the purpose of developing need, credit and character references regarding my application for housing.	
_____ Applicant Signature	_____ Date
To: Name of Landlord	
Landlord's Address:	
Landlord's Telephone #:	

*N. This section is to be completed by the Landlord.*

Length of time as tenant: \_\_\_\_\_



Maintenance of property: \_\_\_\_\_

Promptness of payment: \_\_\_\_\_

Other Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
PLEASE PRINT

POSITION: \_\_\_\_\_

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## Authorization for Release of Information - Landlord

*O. This section is to be completed by the Co-Applicant.*

<p><i>I, _____, am authorizing you to release the following information to Habitat for Humanity Chatham-Kent for the purpose of developing need, credit and character references regarding my application for housing.</i></p>	
_____	_____
<b>Co-Applicant Signature</b>	<b>Date</b>
<b>To: Name of Landlord</b>	
<b>Landlord's Address:</b>	

Landlord's Telephone #:	
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*P. This section is to be completed by the Landlord.*

Length of time as tenant: \_\_\_\_\_

Maintenance of property: \_\_\_\_\_

Promptness of payment: \_\_\_\_\_

Other Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE:

NAME: \_\_\_\_\_  
PLEASE PRINT

POSITION: \_\_\_\_\_

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