



Habitat for Humanity Chatham-Kent
 c/o United Way Community Resource Centre
 PO Box 606, 425 McNaughton Ave. W.
 Chatham, ON N7M 5K8
 Bus: 519.354.0430, Ext 245
www.habitatchatham-kent.ca

Authorization for Release of Information - Financial

A. This section is to be completed by the *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>	
<p>_____</p> <p>Applicant Signature</p>	<p>_____</p> <p>Date</p>

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.

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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>	
<p>_____</p> <p>Co-Applicant Signature</p>	<p>_____</p> <p>Date</p>

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

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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:

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

5. Other information you want to share with us:

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, _____, 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.	
_____	_____
Applicant Signature	Date
To: Name of Employer	
Employer's Address:	
Employer's Telephone #:	

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.

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.	
_____	_____
Co-Applicant Signature	Date
To: Name of Employer	
Employer's Address:	
Employer's Telephone #:	

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.

<p>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.</p>	
<p>_____</p> <p>Applicant Signature</p>	<p>_____</p> <p>Date</p>
<p style="text-align: center;">To: Name of Landlord</p>	
<p style="text-align: center;">Landlord's Address:</p>	
<p style="text-align: center;">Landlord's Telephone #:</p>	

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, _____, 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.</p>	
<p>_____</p> <p>Co-Applicant Signature</p>	<p>_____</p> <p>Date</p>
<p style="text-align: center;">To: Name of Landlord</p>	
<p style="text-align: center;">Landlord's Address:</p>	
<p style="text-align: center;">Landlord's Telephone #:</p>	

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: _____

This information will be kept confidential.

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