

## ***Airdrie Housing Limited Affordable Housing Application***

- Please read the eligibility requirements carefully before filling out the application form.
- Fill out the application completely and refer to the **Application Checklist** provided.
- Please note that although you may qualify, the number of units is limited and will therefore be granted based on priority of highest need.
- It is recommended that applicants meet with a ***Community Links intake worker*** prior to submission of the application to ensure the application is completed and the appropriate supporting documents are provided. No appointment is necessary. Community Links may be reached at 403-945-3900 and the office is located at:

**#105 – 104 First Avenue NW**

Office hours are: *Monday, Tuesday and Wednesday* from 8:30 a.m. to 4:30 p.m. *Thursdays* from 8:30 a.m. to 8 p.m. *Fridays* from 8:30 a.m. to 4 p.m. Please note the office is closed daily from noon to 1 p.m.

If this is not convenient, completed applications may also be:

***Mailed to:***

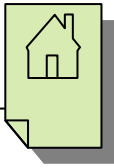
**Karen Lazaruk, Housing Assessment Coordinator  
Airdrie Housing Limited  
c/o Community Links  
211, 125 Main Street  
Airdrie, AB, T4B 0P7**

***Faxed to:***

**Karen Lazaruk, Housing Assessment Coordinator  
Airdrie Housing Limited  
403-948-0226**

***Scanned and Emailed to:***

**[karenl@nrvc.ab.ca](mailto:karenl@nrvc.ab.ca)**



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

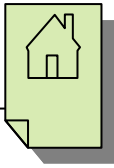
### Affordable Housing Program FAQs

#### What is Affordable Housing?

Airdrie Housing Limited owns more than 35 Affordable Housing units in Airdrie, which includes apartments and apartment-style condominiums. These units are rented at 10% below market value. Airdrie Housing does not offer subsidized housing, in which rents are geared toward an individual household's income. Subsidized housing is offered by Calgary Housing Company and some units are located in Airdrie.

Airdrie Housing strives to meet client needs to the best of our ability; however crisis or emergency housing is not provided as part of our mandate. If you are in immediate need of housing because of eviction or other crisis circumstances, please contact one of the following agencies.

Agency	Services	Address	Contact
Community Links	Crisis support, intake services, referrals	105 – 104 First Avenue NW, Airdrie	403-945-3900 <a href="http://www.nrvcl.ab.ca">www.nrvcl.ab.ca</a>
Distress Centre	24-hour crisis support and referrals	–	403-266-1605
Service offered to	Shelter	Address	Telephone
Families	Inn From the Cold	1117 – 7 Av SW	403-263-8384
	Salvation Army/Centre of Hope	420 – 9 Av SE	403-410-1111
Single Women (not fleeing abuse)	Drop-In Centre	423 – 4 Av SE	403-266-3600
	Mustard Seed	102 – 11 Av SE	406-269-1319
	Salvation Army/Centre of Hope	420 – 9 Av SE	403-410-1111
	YWCA – Mary Dover House	320 – 5 Av SE	403-232-1599
Women fleeing abuse	Calgary Native Women's Shelter	Not given to the public	403-531-1972
	Calgary Women's Emergency Shelter		403-234-SAFE
	Discovery House		403-277-0718
	YWCA – Sherriff King Home		403-266-0707
Single Men	Booth Centre	631 – 7 Av SE	403-262-6188
	Drop-In Centre	423 – 4 Av SE	403-266-3600
	Mustard Seed	102 – 11 Av SE	403-269-1319
	Salvation Army/Centre of Hope	420 – 9 Av SE	403-410-1111



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

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### Who qualifies for an Affordable Housing unit?

Applicants who qualify for Airdrie Housing Limited Affordable Housing must:

- Be in core housing need, as determined by the table below which outlines the Core Needs Income Threshold (CNIT) figures for Airdrie, as determined by the Government of Alberta:

<u>Unit type</u>	<u>Income</u>
Bachelor Suite	\$33,500
1 Bedroom	\$39,000
2 Bedroom	\$48,000
3 Bedroom	\$54,500
4 Bedroom	\$60,000
5+ Bedroom	\$63,000

- Disclose all assets under the name of all adults who will be living in the unit. There is an asset limit for those applying for Airdrie Housing Limited programs.
- Be either a Canadian citizen OR a person permitted into Canada lawfully for permanent residence OR a refugee sponsored by the Government of Canada OR an individual who has applied for refugee or immigration status and for whom private sponsorship has broken down. Supporting documentation must be provided.
- Such factors as dependant children, what the applicant is currently paying for rent and suitability of current housing are considered during the application process.

### ***What if my income is too high to qualify for an affordable housing unit?***

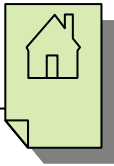
Airdrie Housing Limited offers the RentPlus Supplement program for those whose income is too high to qualify for an Affordable Housing unit. RentPlus Supplement program applications are available at [www.nrvcl.ab.ca](http://www.nrvcl.ab.ca) or by calling Community Links at 403-945-3900.

### ***How will I know if I qualify for an Airdrie Housing Limited affordable unit?***

Applicants will be contacted by Airdrie Housing Limited as to the status of their application either by phone, email or letter. Please note that although you may qualify, there are a limited number of units and they will be granted based on priority of highest need.

### ***For how long will I be entitled to the unit?***

Once qualified, clients will be asked to sign a 12-month fixed-term lease. The client's lease will be reconsidered at the end of the term to determine if the household still qualifies for the unit.



# AIRDRIE HOUSING LIMITED

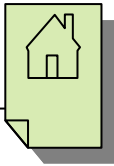
## Affordable Housing Unit Application

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### **Prospective Tenant Information**

As a prospective Airdrie Housing Limited tenant, there are some things we would like clients to consider and plan for in the event they are approved for an Airdrie Housing Affordable Housing Unit. PLEASE REVIEW THE FOLLOWING INFORMATION.

1. Airdrie Housing requires that all tenants carry Content Insurance on their belongings and proof of this insurance must be provided. This is because Airdrie Housing's insurance DOES NOT cover the cost of replacing tenant belongings.
2. Airdrie Housing is rarely able to provide more than 30 days notice that a unit is available, so it is advised that applicants investigate possible penalties for breaking their current leases.
3. Once accepted as an Airdrie Housing tenant, clients will:
  - a. Sign the Affordable Housing agreement with the Housing Assessment Coordinator. This is a binding agreement in which the tenant agrees to take the unit being offered and Airdrie Housing agrees to rent to the tenant based on their financial situation.
  - b. A move-in date will be arranged with the Property Manager.
4. On MOVE-IN DAY, the tenant and the Property Manager will:
  - a. complete the walk-through;
  - b. sign the fixed-term lease;
5. **On MOVE-IN DAY the first month's rent and the Damage Deposit (equivalent to one month's rent) must be paid in the form of two cheques.**
  - a. The Damage Deposit must be in the form of a **Certified Cheque**.
6. Post-dated cheques for the remainder of the rent must be provided to the property management company **on move-in day**.
7. Tenants must pay for their own electricity and as it can take several days to have utility accounts transferred to another address, we advise prospective tenants to look into this process ahead of time.
8. If anything on your application changes once it has been submitted (i.e. you have a new family member, pet or employment) please contact Karen Lazaruk at 403-945-3900 or [karenl@nrvc.ab.ca](mailto:karenl@nrvc.ab.ca) as soon as possible with the new information.



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

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### **Application Checklist**

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Please review the following checklist for documents APPLICABLE to your financial situation and include copies with your application. Ensuring all applicable documents are included will allow Airdrie Housing Limited to process your application more quickly and efficiently.

#### **Proof of income**

- Most recent pay stub AND/OR
- Most recent AISH cheque deposit stub AND/OR
- Most recent Income Support cheque deposit stub AND/OR
- Most recent deposit information for Canada Pension Plan, Old Age Security or Disability Pension income
- Written confirmation of wages from your employer
- 30-day Bank statement illustrating any other sources of income, such as the Child Tax Benefit, child support, spousal support, or Employment Insurance.
- Notice of Assessment for adults attending post-secondary institutions

#### **Acceptable proof of citizenship**

- Applicants who are not Canadian Citizens must provide copies of Long Landing Papers illustrating the date on which their stay in Canada expires.
- Applicants accepted for the program will be asked to show picture identification, preferably a driver's license, at the time that the agreements are signed.
- Some form of identification must be seen for dependant children and adults in the family.

#### **Acceptable proof of current rental situation**

- Copy of current, signed lease agreement illustrating:
  - o the applicant's name; the landlord's name; rental unit address; rental amount; term of lease; utility payment information
- Notice of rent increase
- Eviction Notice
- Notice of rental arrears

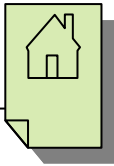
#### **Assets and Loans**

Provide documentation regarding

- vehicles (owned, leased or car loans)
- stocks, bonds, term deposits, mutual funds, cash
- business equity
- property
- Provide documentation regarding any automatic loan payments taken from your bank account.

#### **Agreements**

- Read and sign the **Declaration, Confidentiality Agreement** and complete and sign the **Consent for Release of Information** ensuring to list the contact information for your current landlord AND/OR employer AND/OR case worker.



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

### Household Information

Name of Applicant (include maiden name if applicable)	Date of Birth (MO/DD/YR)
Home Phone Number	Cell phone number
Work Number	Email address
Address	City, Province and Postal Code
Are you a Canadian Citizen?                      YES                      NO  If not, you must provide copies of your LONG LANDING PAPERS outlining when your permanent residency expires.	

### Marital Status (please circle)

- Single
- Married
- Cohabiting
- Divorced
- Separated
- Widowed
- Independent Youth

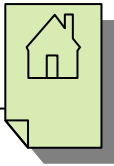
### Post-Secondary Education

Is any member of the household over the age of 18 attending school?

- Yes (Please provide proof of enrollment for the current school year)
- No

**Additional Tenants:** Please list the names and dates of birth for the other members of the household.

First and last name	Date of Birth (MO/DD/YR)	Gender	Relationship to applicant



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

### Current Living Situation

Have you been asked to leave your current address?	YES	NO
Do you have an eviction notice? (if yes, please attach a copy to this application)	YES	NO
What type of unit do you currently live in? (please circle) Rental unit (Apartment, Townhouse, House) Living with family and friends Shelter Group Home Rooming House	In your current residence: How many bedrooms are in the unit? _____  How many bedrooms does your family use? _____	
What are you currently paying in rent?		
Are you currently paying separately for heat, electricity or water?	YES (please provide a copy of each for verification) NO	

### Accessibility

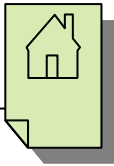
Do you need wheelchair access?	YES	NO
Are you able to climb stairs?	YES	NO
(If not, please explain so that we can understand what type of unit best suits your needs)		

**Do you expect the number of members in your family to change in the next 12 months? (Pregnancy, dependent adult moving in etc.) If yes, please explain:**

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# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

**Residential History** – Applicants are asked to list previous housing information if they have been at your current address for **less than two years**.

<b>Previous address:</b>	
Lived there from                      until	Reason for leaving:
Landlord's name:	Landlord's phone number:
<b>Previous address:</b>	
Lived there from                      until	Reason for leaving:
Landlord's name:	Landlord's phone number:
<b>Previous address:</b>	
Lived there from                      until	Reason for leaving:
Landlord's name:	Landlord's phone number:

***Airdrie Housing will contact previous landlords for the purpose of completing reference checks. Please ensure you complete the Consent for Release of Information document at the end of this application so we may do so. Inability to verify references may mean your application cannot be processed.***

Has anyone named on this application lived in a subsidized unit in Calgary?    YES    NO

If YES, please provide the address for the unit, date when you moved out and the reason for leaving:

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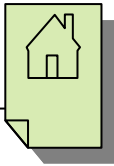


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**Date when the accommodation is required:** \_\_\_\_\_



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

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### **Additional Important Information**

1. Do you currently hold Tenant Content Insurance? YES NO

**Tenant Content Insurance is a requirement for Airdrie Housing Limited tenants and will be needed if you reside in one of our units.** For information about Tenant Content Insurance, call the Insurance Bureau of Canada's Toll-Free Alberta Consumer Information Line at 1-800-377-6378.

2. Are you currently receiving the **Direct Rent Supplement** from **Calgary Housing Company** or on the **Calgary Housing Company waitlist**? If you are, that does not mean you are ineligible for the Airdrie Housing Limited program, but it must be disclosed.

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3. If you are applying for a 1-bedroom unit, are you willing to share a unit with 2 or more bedrooms? YES NO

4. How much notice do you need to give your current landlord that you are moving? *(Please note that often, Airdrie Housing is not able to give more than 30 days notice that a unit is available. It may be a good idea to investigate the penalty for breaking a lease with your landlord)*

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5. Is there anything else you would like Airdrie Housing Limited to know about your situation as we process your application?

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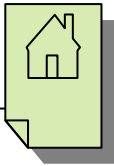
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# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

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### **Pet Information**

**Please note that small pets are permitted in some Airdrie Housing units, depending on the building. If you add any companion animals to your household after submitting this application, please let Airdrie Housing know.**

Do you currently have any pets?    YES    NO

Are you willing to find a new home for your pet?    YES    NO

Please describe the type and size of each animal in the household: \_\_\_\_\_

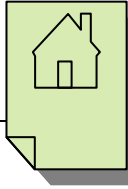
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### **Emergency Contact Information**

If you do become an Airdrie Housing Limited tenant, who would you like us to contact for you in case of an emergency?

Emergency Contact Name	Emergency Contact Phone Number
Insurance Company Name and Policy Number	Insurance Company Agent Name and Phone Number



# AIRDRIE HOUSING LIMITED

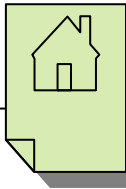
## Affordable Housing Unit Application

### Household Income Information

In the table below, please list the **GROSS** monthly and annual income amounts you receive from the **APPLICABLE** income sources listed.

Verification Required (Refer to the Application Checklist at the front of the application)

Source	Applicant		Household Member #2		Household Member #3	
	Income Per Month	Income Per Year	Income Per Month	Income per Year	Income Per Month	Income per Year
Employment						
Child Tax Benefit (including Universal Child Tax Credit amount)						
Employment Insurance						
Child Maintenance Payments						
Alberta Family Tax Credit (paid twice per year)						
Alberta Works Income Support						
GST Rebate (paid four times per year)						
Assured Income for the Severely Handicapped						
Worker's Compensation						
Spousal Support						
Canada Pension AND/OR Disability Pension						
Old Age Pension						
Other Income (such as from a business, insurance settlement, divorce settlement etc.)						
<b>TOTAL</b>						



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

### Household Assets and Loan Information

Verification Required (Refer to the Application Checklist at the front of the application)

Assets **not** considered for the application include:

- bursaries or scholarships for current students in the household
- RESP and RRSP investments (*within reasonable limits*)
- personal effects such as clothing and jewelry, trade or business tools needed for employment
- assets derived from government compensatory packages

Assets which **are** considered include:

- vehicles
- stocks, bonds, term deposits, mutual funds, cash
- business equity
- property

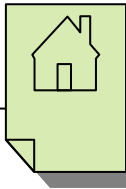
Assets	Total Value	Income or Interest received in last 12 months
Stocks or Bonds		
Savings Bonds		
Savings/Chequing Account #1		
Savings/Chequing Account #2		
Term Deposits		
Mutual Funds		
Property (full or part ownership in a house or land)		

### **Automatic Withdrawal Information**

Verification Required (Refer to the Application Checklist at the front of the application)

Do you have any loan payments which are automatically withdrawn from your bank account each month?    YES (please outline the information below)                      NO

Payment/Loan Description	Amount of Automatic Withdrawal	Date of the Month when payment is withdrawn



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

### Vehicles

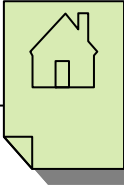
Verification Required (Refer to the Application Checklist at the front of the application)

Do you <b>OWN</b> a vehicle? YES NO	If YES: <ul style="list-style-type: none"><li>▪ How many vehicles do you own?</li><li>▪ Please list the Make, Model an Year of each owned vehicle</li></ul>
Do you <b>LEASE</b> a vehicle? YES NO	If YES: <ul style="list-style-type: none"><li>▪ How many vehicles do you own?</li><li>▪ Please list the Make, Model an Year of each owned vehicle</li></ul>
Do out have an outstanding <b>CAR LOAN</b> ?  YES NO	If YES: <ul style="list-style-type: none"><li>▪ Please list the Make, Model an Year of the vehicle(s) for which you have a Car Loan</li> <li>▪ Please list the outstanding loan amount and the monthly payment amount</li></ul>

### Business

Verification Required (Refer to the Application Checklist at the front of the application)

Do you have ownership of a business? YES NO
Name of business:
Address of business:
<b>If YES, please attach the three most recent monthly financial statements.</b>



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

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### Employment Verification

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This document is to be completed by the applicant's employer. (One form per employer, please request additional forms from Airdrie Housing Limited as needed). This form is required to verify that the household income is ongoing, as a pay stub only verifies what has been earned to date.

THE EMPLOYER ACKNOWLEDGES THE CONFIDENTIALITY OF THIS DOCUMENT

Name \_\_\_\_\_

Company \_\_\_\_\_

Company Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date Employment Commenced \_\_\_\_\_

Gross Earnings (before deductions)

\$ \_\_\_\_\_ Yearly      \$ \_\_\_\_\_ Monthly      \$ \_\_\_\_\_ Biweekly

Date the above Earnings Commenced \_\_\_\_\_

Earnings from Overtime, Bonuses, Commissions etc. which the employee may receive during the year:

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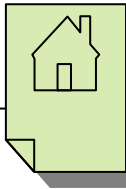
**I HEREBY CERTIFY THE ABOVE INFORMATION AS CORRECT:**

Employer Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
(Please print)

Employer Signature \_\_\_\_\_ Date \_\_\_\_\_

Position/Title \_\_\_\_\_

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



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

### Budgeting Worksheet

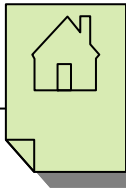
This worksheet is intended to assist Airdrie Housing clients to project their monthly budget. Please fill out the following worksheet and return it with your application. If at some time during your tenancy you have difficulty paying the rent, this worksheet will be referred to as a way of determining what has changed for the household finances.

#### Income

Monthly Income – what money do you count on each month?	
Income (wages or salary after deductions)	
Income (wages or salary after deductions)	
Child Tax Benefit	
Child Support	
Spousal Support	
Other regular monthly income, such as pension income or social assistance benefits or Employment Insurance	
<b>(A)Total</b>	

Other money received during the year	
GST credit (four times per year)	
Alberta Family Tax Credit (two times per year)	
Other (Divorce settlement, insurance settlement, etc.)	
<b>(B)Total</b>	

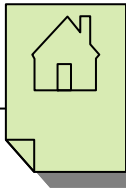
**Total Income (A + B) = C: \$\_\_\_\_\_**



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

Monthly Expenses		Annual Expenses (lump sum payments)	
<b>Housing</b>	Rent		<b>Taxes</b> (If not deducted from paycheque)
	Tenant Content Insurance		<b>Education</b>
	Electricity, Heat, Water		School fees
	Phone, Cable, Internet services		Busing
<b>Transportation</b>	Bus Fare		Tuition
	Car Loan/Lease payment		Books and supplies
	Car Insurance		Special events and trips
	Gas & Parking		<b>Other</b>
<b>Child Care</b>			<b>Other</b>
<b>Groceries</b>	Food		<b>(E) Total</b>
	Personal Hygiene Products etc.		
<b>Medical</b>	Prescriptions		<b>Total Monthly Expenses (D + E) = F</b>
	Other		
<b>Other Loan Payments</b> (describe)			<b>What is your financial picture? F – C</b> **Please note that if your expenses exceed your income, we may not be able to qualify you for an Affordable Unit
<b>Credit Card Payments</b>			
<b>Other</b>	Takeout		<b>Things that can help:</b> <ol style="list-style-type: none"> <li>1. Visit <a href="http://www.povertyreduction.ca">www.povertyreduction.ca</a> to ensure you are accessing all the government benefits for which you are eligible.</li> <li>2. Attend a budgeting workshop. These are offered by Momentum (<a href="http://www.momentum.org">www.momentum.org</a> or call 403-272-9323 and Community Links (<a href="http://www.nrvcl.ab.ca">www.nrvcl.ab.ca</a> or call 403-945-3900).</li> <li>3. Investigate methods for saving money – every cent counts! Eat at home and avoid restaurant costs or involve the whole family in the budgeting process so each member knows where the money comes from and where it needs to go.</li> <li>4. Keep track of the dates when bills are due to avoid costly late charges.</li> <li>5. Access free budgeting information from <a href="http://www.alis.gov.ab.ca/careershop">www.alis.gov.ab.ca/careershop</a> or call 1-800-661-3753.</li> </ol>
	Coffee & Lunch at work		
	Children's allowances		
	Clothing		
	Other		
	Child Support		
	Alimony		
	Life Insurance		
	Medical Insurance		
	Disability Insurance		
	Other		
	<b>(D) Total</b>		



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

### **Confidentiality**

All information you share with Airdrie Housing Limited is kept confidential within the agency and used for the sole purpose of the administration of programs. Staff members meet on occasion to exchange ideas and suggestions on how to better support the clients we are working with.

Airdrie Housing Limited has a duty by law, without notification to disclose confidential information to:

- a) Children’s Services when there is suspected child abuse and/or neglect
- b) Court Authorities when Community Links staff or records are court ordered or subpoenaed
- c) Authorities if there is evidence or risk of harm to self or others

In instances where collaboration with another service provider is appropriate, we will not seek information from or provide information to any other person without a completed *Consent for Release of Information Form*.

Personal information is collected according to the Freedom of Information and Privacy Act and is for use by Airdrie Housing Limited and the administration of its programs only. The information is stored on the Hull Outcome and Monitoring Evaluation System which is a secure Internet software package designed for case management and evaluation of agency services. If you have any questions about the collection of your personal information, please speak with an Airdrie Housing Limited staff member.

In accordance with the Freedom of Information Act and Provincial Personal Information Protection Act, clients may request access to their client information. Requests should be made in writing and signed by the person making the request thirty (30) days in advance.

### **Agreement**

I/We have read the above:

Applicant signature: \_\_\_\_\_

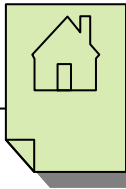
Date: \_\_\_\_\_

Co-Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

### Consent for Release of Information

Please review the Confidentiality Agreement above for information regarding how your personal information is collected and used.

In accordance with the Freedom of Information and Protection of Privacy Act section 34 (1) (K) (i) and (ii), I/We \_\_\_\_\_ give Airdrie Housing Limited staff permission to exchange pertinent information with the agency support workers or other people listed below.

I/We understand that Airdrie Housing Limited and the below named persons or agencies will only be exchanging personal information necessary to assist me in obtaining independent living within a Airdrie Housing Limited unit.

The release of information is in effect from \_\_\_\_\_ to \_\_\_\_\_  
(If this portion is left blank, the consent will expire one year from the date this form is signed by the applicant)

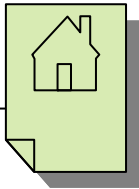
<b>1. Current Landlord</b>	<u>Person to contact</u>	<u>Phone number</u>
<b>2. Previous Landlord</b>	<u>Person to contact</u>	<u>Phone number</u>
<b>3. Employer or Case worker</b>	<u>Person to contact</u>	<u>Phone number</u>
<b>4. Personal Reference</b>	<u>Person to contact</u>	<u>Phone number</u>

Date: \_\_\_\_\_ Applicant name: \_\_\_\_\_

Witness name: \_\_\_\_\_ Applicant signature: \_\_\_\_\_

Witness signature: \_\_\_\_\_ Co-Applicant name: \_\_\_\_\_

Co-Applicant signature: \_\_\_\_\_



# AIRDRIE HOUSING LIMITED

## Affordable Housing Unit Application

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### **Declaration**

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I/We hereby certify that all statements made in this application are true and I/we agree to provide current and complete income information in whatever form Airdrie Housing Limited requests. It will be the applicant's responsibility to inform Airdrie Housing Limited of any changes to this application within 30 days.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co- Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

***For office use only***

Date Application was received \_\_\_\_\_ Worker Signature \_\_\_\_\_

Date Application was approved \_\_\_\_\_ Worker Signature \_\_\_\_\_