



Civida.ca

E: help@civida.ca

P: 780-420-6161

F: 780-426-6854

10232 112 Street NW

Self Employed Information Form

- Management Bodies are required under the *Alberta Housing Act* to verify income for both applicants and present tenants for the purpose of establishing eligibility and determining the basic rent.
- Information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*.
- Tenants are charged rent based on 30% of their gross income but we allow self-employed individuals a number of business expenses. It is for that reason you are being requested to complete the attached information sheet and to provide detailed information concerning your business operation. Without this information, we cannot satisfactorily evaluate your circumstances. Once all requested information is received your application/rent calculation will be reviewed.
- **Please submit this form to Civida via:**
 - Email to help@civida.ca
 - Mail to or drop off in person at 10232 112 Street, Edmonton, AB T5K 1M4
 - Fax to (780) 426-6854

SECTION ONE – PERSONAL INFORMATION

Please provide current contact information for the [primary tenant/rent supplement recipient/applicant, etc].

First Name(s) (current legal name)		Last Name (current legal name)		Preferred Name (if different)	
Unit Number	Street Address	City	Province	Postal Code	
Home Phone Number			Mobile Phone Number		
Email Address			Tenant Code		



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SECTION TWO – BUSINESS INFORMATION

Please provide information for your business.

Name of Business	Address of Business
Start Up Date: (dd/mm/yyyy)	Business Year End Date: (dd/mm/yyyy)
Type of Business	

SECTION THREE – BUSINESS REGISTRATION

Please select yes or no from the questions below.

1. Is this a proprietorship? <input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Information If yes, please attached an assessed copy of your personal tax return for the most recent year ended.
2. Is this a partnership? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please attach an assessed copy of your personal tax return for the most recent year ended and a copy of the partnership agreement.
3. Is this a corporation or limited company? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please attach an assessed copy of your personal tax return for the most recent year ended, copies of share distribution certificates, and an assessed copy of your corporate tax return when available.



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SECTION FOUR– AUTHORIZATION

Please provide a copy of:

- Your business license,
- Your business financial statement, which must include:
 - A balance sheet, AND
 - Statement of Revenue and Expenditure (when available)

I/We:

- Declare the information contained in this application to be true, correct, and complete.
- Authorize Civida to analyze the Financial Statement and supporting documents and make inquiries whenever it is deemed necessary to verify the facts.
- Release and save harmless the persons and organizations from any and all claims, actions, demands, damages and expenses in connection with or arising out of such release of information to Civida.

All household members listed as business owners must sign this form

Name	Signature	Date (dd/mm/yyyy)

This personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and/or in accordance with any applicable agreements in place. All personal information collected during this process, during the course of the customer(s)'s stay, and for participation in any programs will be used to provide services and ensure a safe and secure environment of all our customers. Your information will be treated in accordance with the privacy provisions of Part 2 of the FOIP Act. Limited information may also be used by Civida and/or provided to the Minister of Seniors and Housing for the purpose of developing programs, activities or policies (e.g. research, statistical analysis) or for receiving provincial and/or federal funding. If you have any questions, please contact our FOIP Coordinator at 780-420-6161 or at FOIPcoordinator@civida.ca