



Civida.ca

E: help@civida.ca

P: 780-420-6161

F: 780-426-6854

10232 112 Street NW

Authorization to Communicate by Email

Please complete this form if you are an applicant. This form authorizes Civida to communicate with you through email.

If you would like to authorize other people who are not a part of your household or organizations to access your file with Civida, please complete a Consent to Release form available on our website at www.civida.ca.

If you do not wish to communicate through email, please do **not** complete this form. Please note that this may increase processing times for you and your household.

Please submit this completed form to Civida by:

- email at applications@civida.ca
- fax at (780)-426-6854;
- mail or in our secure drop box at our office 10232 112 Street NW T5K 1M4

SECTION ONE – PERSONAL INFORMATION

Please complete this section for the primary applicant. Provide information as it appears on government issued identification. Provide the email address for the primary applicant.

First Name(s) (Current legal name) Last Name (Current legal name) Preferred Name (if different)

Unit Number Street Address City Province Postal Code

Email Address Applicant Code

SECTION TWO – AUTHORIZATION

I authorize Civida to communicate with me by email any correspondence, requests for information, or any other documents as necessary under the *Residential Tenancies Act* and/or the *Alberta Housing Act*.

I understand that this authorization remains in effect unless cancelled in writing or if I become a tenant or rent supplement recipient at which time a new authorization will be required. I understand that I may cancel this authorization in writing at any time.

Civida will make all efforts to encrypt emails containing personal information. However, I understand:



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- Email is not a secure form of communication; and,
- Interception by a third party is possible; and,
- The confidentiality of any email message cannot be ensured.

This form must be signed by the primary applicant.

Print Name	Signature	Date (DD/MM/YYYY)