

To:

Date:

The Department of Social Development (SD) has received your request for financial assistance to repair your home. In order to assist us in evaluating your application for housing assistance please forward the following identified documents to our office within \_\_\_\_\_ days. **(Photocopies only, originals will not be returned)**

- Property Tax Assessment for \_\_\_\_\_ (year). This “Assessment” will provide proof that you do not have Property Tax Arrears for the indicated year. If arrears are indicated on your Property Tax Statement you may not be eligible unless you provide (1) A receipt that indicates arrears are paid in full OR (2) confirmation from Service New Brunswick or the Department of Finance that you are making regular installments to pay off your arrears.
- Confirmation of ownership if mobile/mini home on leased land (i.e. Bill of Sale) including serial number
- Complete Income Tax return or Notice of Assessment Form with all matching T4 slips for all permanent household members. If you do not have a copy of your Income Tax Return, it may be obtained by calling 1-800-959-8281.
- Proof of child support
- Department of Veterans Affairs pension
- Provincial Birth Certificates (applicant & co-applicant)
- Mortgage Information form (see enclosure) or Mortgage Statement from first mortgage holder if applicable

**If the required documentation is not received within \_\_\_\_\_ days, your application will be cancelled. Should you wish to proceed at a later date, you will need to reapply.**

We cannot accept substitutions for the above documents. Please sign and return this letter along with the requested documentation. Once the documents have been received your file will be reviewed to determine whether or not you meet initial eligibility requirements in order to continue with your request for housing assistance.

Sincerely,

Regional Office

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Declaration of Applicant(s)

1. We/I agree and consent that verifications of any information given by me and/or credit inquiries may be made at any time by SD or its agent in connection with this application.
2. We/I authorize inspections and/or energy evaluations of my/our property by SD and/or Efficiency NB.
3. I/We authorize the disclosure of all information contained within this application and/or collected through the Energuide for houses evaluation to the Department of Social Development, Canada Mortgage and Housing Corporation, Efficiency NB, Natural Resources Canada and Service New Brunswick.
4. We/I certify that the information provided is true and accurate to the best of my/our knowledge.

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Applicant \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Co-Applicant \_\_\_\_\_

**To be completed by first mortgage holder**

Re: Our client(s)

Name(s)			
Street No.	Street Name		
City/Town		Prov	Postal Code

We advise the above mentioned borrower(s) has a mortgage with our firm. The particulars are as follows:

Mortgage Date	Original Mgt. Amount \$	Amortization Period (Yrs)	Monthly Payment \$
Interest Rate %	Date Last Payment	Principal Balance \$	Arrears \$

**Paying Habits**


Any other mortgages or liens against the property? If so, with whom?


**Other Comments**


Name	Position
Institution	
Address	