



Phone (780) 420-6161
Fax (780) 426-6854

DATE: _____

TO: **SERVICE CANADA CENTRE**
(See reverse for locations)

RE: _____
NAME

ADDRESS

TELEPHONE NUMBER

SOCIAL INSURANCE NUMBER

LEASE IDENTIFICATION NUMBER

Dear Sir/Madam:

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*. Questions regarding the collection of personal information may be directed to a Lease Administration Clerk III at the address and telephone number listed above.

The applicant/tenant has indicated that he/she is presently receiving Employment Insurance from your agency. Your assistance is requested in completing the information section of this form and returning it to our office.

The applicant/tenant has authorized the release of this information as indicated below.

CAPITAL REGION HOUSING CORPORATION

I, _____, the undersigned hereby authorize your agency to release any information requested by the Capital Region Housing Corporation.

SIGNATURE DATE

1. Date E.I. benefits commenced or are to commence: _____
2. Type of Benefit: _____
3. Weekly amount of benefits: _____
4. Applicant is eligible for benefits until: _____
5. Date first cheque issued: _____
6. Gross amount of first cheque: _____
7. Date last cheque issued: _____
8. Gross amount of last cheque: _____
9. Termination date of benefits: _____
10. Date final cheque issued: _____
11. Comments: _____

CANADA EMPLOYMENT CENTRE REPRESENTATIVE

TELEPHONE NUMBER

NAME (PLEASE PRINT)

DATE COMPLETED

**PLEASE HAVE THIS FORM SIGNED BY
A DULY AUTHORIZED OFFICER**



Edmonton Canada Place
Service Canada Centre
Main Floor, Canada Place
9700 Jasper Avenue NW
Edmonton, Alberta
T5J 4C1
Fax 1-800-829-6891

Edmonton Meadowlark
Service Canada Centre
Meadowlark Shopping Centre
120 - 15710 - 87 Avenue NW
Edmonton, Alberta
T5R 5W9
Fax 780-495-7717

Edmonton North
Service Canada Centre
9499 - 137 Avenue NW
Edmonton, Alberta
T5E 5R8
Fax 780-495-3904

Edmonton South
Service Canada Centre
Argyll Centre
6325 Gateway Boulevard
Edmonton, Alberta
T6H 5H6
Fax 780-495-7715