



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