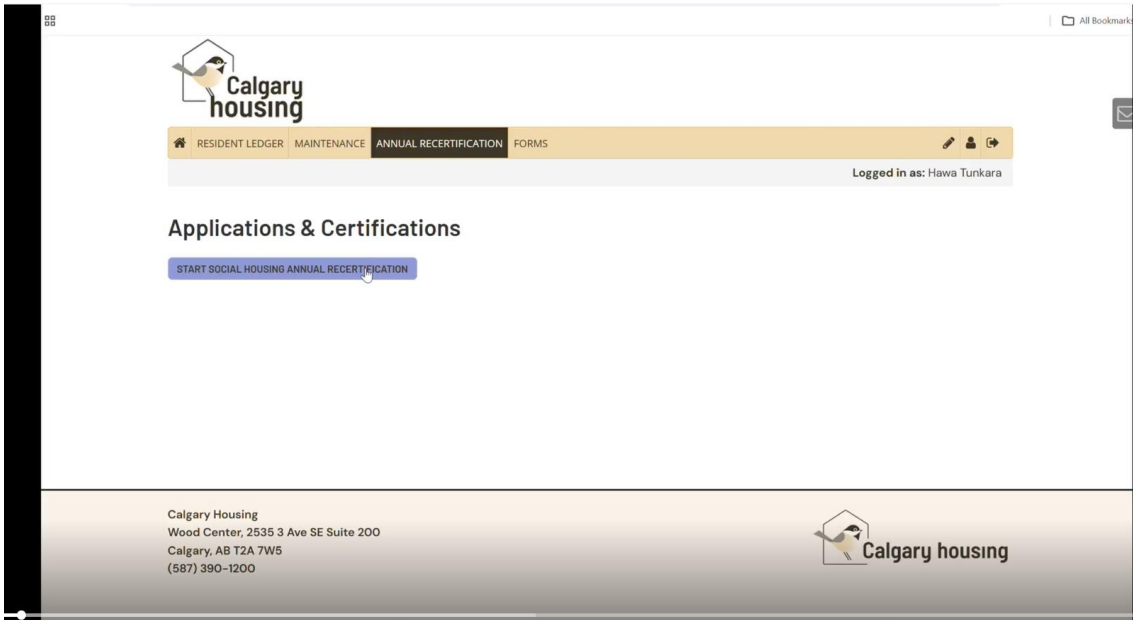


# Completing your Annual Recertification:

**Start your Recertification:** Click **Start Social Housing Annual Recertification**



**Verify the Head of Household:** This person will be the primary contact for the Household.

- Ensure the information is accurate and update if necessary.

recertification Progress 100%

\*Denotes a required field

### We Are About To Start Gathering Information About All Members Of Your Household.

First, tell us about your head of Household. This person will be the primary contact for the household.

Personal | Address | Contact | Other Contacts | Other Questions

#### Head of Household Details

First Name\*

Middle Name

Last Name \*

Maiden/Alternate Name

This is the last name that you had before you were married.

Maiden/Alternate Name  
  
 This is the last name that you had before you were married.

Gender

Date of Birth (dd/mm/yyyy)\*

Preferred Language

Are you a student?

Calgary Housing

Use the **NEXT** button to navigate to the next section once complete

### Confirm or Update your Address:

#### My Recertification

- Resident
- Other Leaseholders
- Other Household Members
- Live-In Aide
- Income
- Notice of Assessment
- Pets
- Vehicles
- Errors
- Documents
- Sign and Submit
- Application Status

Recertification Progress 0%

\*Denotes a required field

### We Are About To Start Gathering Information About All Members Of Your Household.

First, tell us about your head of Household. This person will be the primary contact for the household.

Personal
Address
Contact
Other Contacts
Other Questions

#### Address Information

**Current Address**

Street No. and Name

Apt. No.

City

Province

Press the **Next** Button to navigate to the next section

### Confirm or update your Contact Information:

Pets  
Vehicles  
Errors  
Documents  
Sign and Submit  
Application Status

Personal Address **Contact** Other Contacts Other Questions

### Contact Information

You can change your email address or agreement to receive emails in My Profile.

Email Address  
292875@mailinator.com

I agree to receive emails  
Yes

Preferred mode of communication\*  
Phone

Phone Number 1  
(587) 120-0000

Phone Number 1 Type?  
Home

Phone Number 2

Phone Number 2 Type?

Phone Number 3

Click the **Next** Button to navigate once complete

**Other Contacts:** Complete your Emergency Contact information

If you have an interpreter – please include that.

Householders  
Household Members  
Side  
Assessment  
Its  
Submit  
on Status

\*Denotes a required field

## We Are About To Start Gathering Information About All Members Of Your Household.

First, tell us about your head of Household. This person will be the primary contact for the household.

Personal Address Contact **Other Contacts** Other Questions

### Persons to Contact in your Absence

**Contact 1**

Emergency Contact Name\*  
|

Emergency Contact Relationship\*  
|

Emergency Contact Phone\*  
|

Can we discuss your application with this person?  
|

Click the **Next** Button to navigate to next section once complete

## Other Questions:

Please complete and answer each question carefully for all members of your household.

### My Recertification

Recertification Progress **0%**

- Resident
- Other Leaseholders
- Other Household Members
- Live-In Aide
- Income
- Notice of Assessment
- Pets
- Vehicles
- Errors
- Documents
- Sign and Submit
- Application Status

\*Denotes a required field

**UPLOAD DOCUMENTS**

### We Are About To Start Gathering Information About All Members Of Your Household.

First, tell us about your head of Household. This person will be the primary contact for the household.

Personal Address Contact Other Contacts **Other Questions**

Are you as the Head of the household declaring No Income?\*

Have you had any changes to the number of people living in your household? This includes anynew children or adults.\*

I receive Income Support?\*

I receive AISH (assured income for the severely handicapped)\*

**BACK** **NEXT**

### Notice of Assessment

First, tell us about your head of Household. This person will be the primary contact for the household.

Personal Address Contact Other Contacts **Other Questions**

Are you as the Head of the household declaring No Income?\*

Have you had any changes to the number of people living in your household? This includes anynew children or adults.\*

I receive Income Support?\*

Do you receive Additional Shelter?\*

Do you receive Child supplement Allowance?\*

Do you receive Isolated Community Allowance?\*

Do you receive Prenatal Needs Payment?\*

Do you receive transportation to Day or night programs?\*

I receive AISH (assured income for the severely handicapped)\*

**Tell us About Other Leaseholders:** members of your household on your lease agreement

Click the **Add Other Leaseholders** button if applicable to add

The screenshot shows the 'My Recertification' page with a sidebar menu on the left containing items like Resident, Other Leaseholders, Other Household Members, Live-In Aide, Income, Notice of Assessment, Other Income, Pets, Vehicles, Errors, Documents, Sign and Submit, and Application Status. The main content area is titled 'Tell Us About Other Leaseholders' and includes a green notification bar at the top that says 'Application Progress Saved.' Below the title, there is a note: '\*Denotes a required field'. The main text reads: 'A list of the current leaseholders in your family is shown below. If you do not have a new leaseholder to add, please click "Next"'. Below this, it says: 'To add a new lease holder, please click **Add Other Leaseholders** and provide the information. A new leaseholder will require approval by Calgary Housing Company before they can be added to your household. For more information, please contact your Housing Administrator.' There is a blue button labeled 'ADD OTHER LEASEHOLDERS' and a message box that says 'No Members Added'. At the bottom, there are 'BACK' and 'NEXT' buttons.

**Tell Us About Members of The Household:** Verify all members of your household.

To add another member click **Add other Household Members**

To Delete or Update a member use the **Edit or Delete** buttons

The screenshot shows the 'My Recertification' page with a sidebar menu on the left. The main content area is titled 'Tell Us About Other Members Of The Household' and includes a green notification bar at the top that says 'Application Progress Saved.' Below the title, there is a note: '\*Denotes a required field'. The main text reads: 'A list of the current household members in your family is shown below. If you do not have a new member to add, please click "NEXT"'. Below this, it says: 'To add a new household member, please click **Add Other Household Members** and provide the information. For more information, please contact your Housing Administrator.' There is a blue button labeled 'ADD OTHER HOUSEHOLD MEMBERS' and a search box. Below the search box is a table with the following data:

First Name	Last Name	Middle Name	Relation To Applicant	Date of Birth	Gender	Edit	Delete
Abraham	Tambura		Child	06/07/2022	Male	EDIT	DELETE
Amyra	Tambura		Child	06/07/2022	Female	EDIT	DELETE
David	Tunkara		Child	29/12/2011	Male	EDIT	DELETE

Showing 1 to 3 of 3 entries

At the bottom, there are 'BACK' and 'NEXT' buttons.

Click **next** to navigate to the next section

## Add a live in Aide if applicable.

Click **next** to navigate to the next section

### My Recertification

Recertification Progress Application Progress Saved. x

- Resident
- Other Leaseholders
- Other Household Members
- Live-In Aide**
- Income
- Notice of Assessment
- Other Income
- Pets
- Vehicles
- Errors
- Documents
- Sign and Submit
- Application Status

\*Denotes a required field

#### Live In Aide

A "live-in aide" means an individual who, is required to live as a member of the household to provide services or assistance to enable other members of the household to be functionally independent and is approved by Calgary Housing.

If you do not have a Live in Aide to add, please click "Next"

To add a new Live in Aide, please click **Add Live-In Aide** and provide the information. Live in Aide will require approval by Calgary Housing Company before they can be added to your household. For more information, please contact your Housing Administrator.

ADD LIVE-IN AIDE

No Members Added

BACK NEXT



## Information for All Members of the Household that are 22 and older

- The most Recent Notice of Assessment is the preferred document for income verification.
- If anyone in your household 22-24 years of age is in Full Time School – you will need to provide proof of full time enrollment.

### My Recertification

Recertification Progress 9%

- Resident
- Other Leaseholders
- Other Household Members
- Live-In Aide
- Income**
- Notice of Assessment
- Other Income
- Pets
- Vehicles
- Errors
- Documents
- Sign and Submit
- Application Status

\*Denotes a required field

UPLOAD DOCUMENTS

#### We're About To Start Gathering Information For All Members Of The Household Who Are 22 Years Of Age And Over

All CH residents aged 22 and older are required to provide their NOA as part of the Annual Recertification process.

This will include:

- The most recent Notice of Assessment (NOA)
- Proof of full-time school enrollment for anyone 22 to 24 years of age

BACK NEXT

# Income Questions (for all household members 22 and older) - please answer yes or no to each.

## My Recertification

Recertification Progress 12%

- Resident
- Other Leaseholders
- Other Household Members
- Live-In Aide
- Income
- Notice of Assessment**
- Other Income
- Pets
- Vehicles
- Errors
- Documents
- Sign and Submit
- Application Status

\*Denotes a required field

UPLOAD DOCUMENTS

### Notice Of Assessment

#### Do You Or Any Member Of Your Household Have The Following :

Do you or a member of your household have a recent notice of Assessment?\*  Yes  No

BACK NEXT

\*Denotes a required field

UPLOAD DOCUMENTS

### Other Income

Please note: If you have provided your most recent notice of assessment, you do not need to provide any additional income documents.

#### Do You Or Any Member Of Your Household Have The Following :

- Do you or any member of your household receive AISH?\*  Yes  No
- Do you or any member of your household have Employment Income?\*  Yes  No
- Do you or any member of your household have Self Employment Income?\*  Yes  No
- Do you or any member of your household receive income from Employment Insurance?\*  Yes  No
- Do you or any member of your household receive income from Pensions?\*  Yes  No
- Do you or any member of your household have other income?\*  Yes  No
- Do you or any member of your household have Alberta Works Income Support?\*  Yes  No

BACK NEXT

## Enter Income Amounts for each household member 22 and older

My Recertification Recertification Progress 33%

Resident  
Other Leaseholders  
Other Household Members  
Live-In Aide  
Income  
Notice of Assessment  
Other Income

Alberta Works Income Support

Pets  
Vehicles  
Errors  
Documents  
Sign and Submit  
Application Status

\*Denotes a required field

UPLOAD DOCUMENTS

### Tell Us About You Alberta Works Income Support

Income Details

Who does this income belong to?\*

Hawa Tunkara

How much income do you receive?\*

\$0.00

What type of income is this?\*

Alberta Works Income Support

How often is this income paid?\*

Monthly

SAVE CANCEL

The **progress bar** at the top of the screen will let you know your progress as you complete each section

Recertification Progress 93%

\*Denotes a required field

## Documents To Be Uploaded

### Upload Required Documents:

Use the upload button to upload required documents.

\*Denotes a required field

### Documents To Be Uploaded

Some of the information you have provided on your application may require supporting documents. These documents (if any) are listed below. You may load any document type, including pictures.

**Steps to upload a document:**

1. Click the **UPLOAD** button next to the requested document
2. A new Upload Document window will open. Click Choose Files
3. A list of your computer files will open. Navigate to the file you wish to upload and click Open
4. Click **UPLOAD** to return to your application
5. Click **VIEW** to ensure you have loaded the correct file

Once you have uploaded all of the required documents, scroll down and click **NEXT**

**Please upload the Consent to Release Information Form**

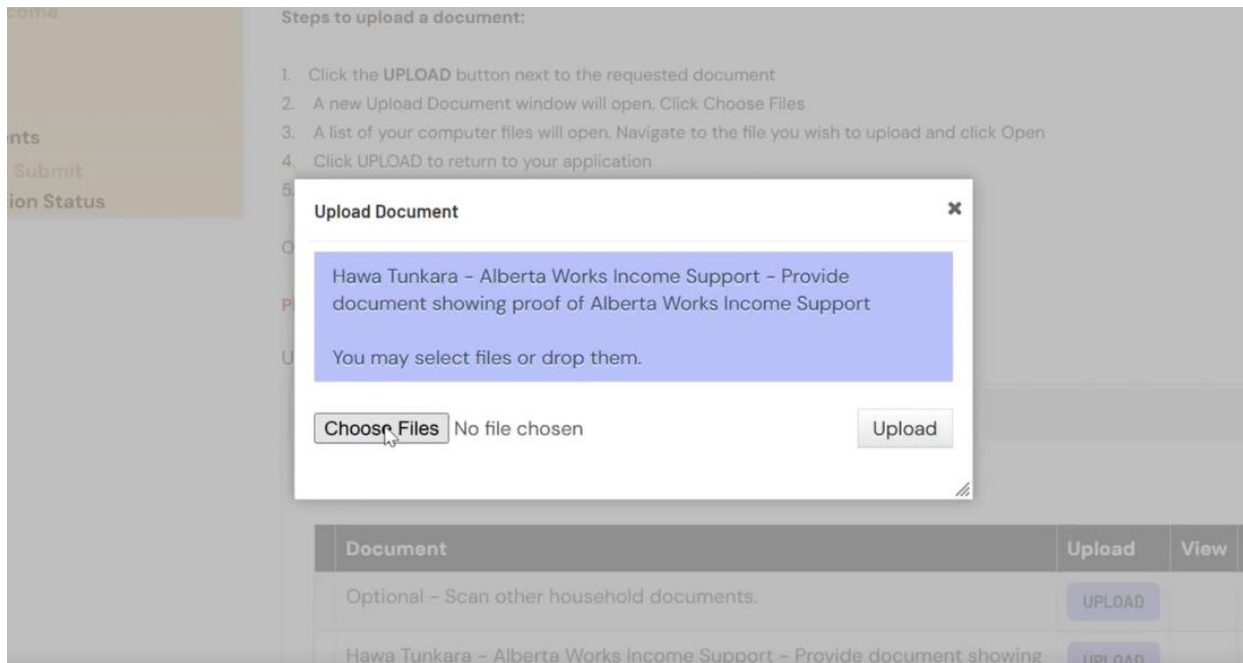
Use Upload New button if you want to upload additional document.

Current Documents Archived Documents

Document	Upload	View	Delete
Optional - Scan other household documents.	UPLOAD		
Hawa Tunkara - Alberta Works Income Support - Provide document showing proof of Alberta Works Income Support	UPLOAD		

Showing 1 to 2 of 2 entries

Click the **Choose File** button to locate the file saved on your computer to select the appropriate document and then click **Upload**.



## Sign your Document:

Please use the **Preview Unsigned Document** to review and **Click here to Sign** button to sign.

## Recertification

holders  
hold Members  
essment  
e  
mit  
status

Application Progress Saved. x

**Recertification**

\*Denotes a required field

**UPLOAD DOCUMENTS**

**Please Sign The Documents Below. By Signing This Document, You Are Agreeing That You Have Entered All Information And It Is Ready To Be Reviewed.**

Please review the consent and declaration document prior to signing.

Search:

Document	View	Sign
Documents for Applicant <b>Hawa Tunkara</b> to Sign	<b>Preview Unsigned Document</b>	<b>CLICK HERE TO SIGN</b>

Showing 1 to 1 of 1 entries

**BACK**