



## ST. ALBERT UTILITY RELIEF PROGRAM CHECKLIST

Before submitting your application, please review to ensure all required paperwork is included. Processing time may be delayed if incomplete. Applications with missing information will be held for 30 days to allow time to gather missing material. After the 30 days, the application will be closed and the applicant will be required to submit a new application along with all the supporting documentation.

Documents from each of the 4 categories below **MUST** be included with your application:

1. **Proof of Status in Canada** – Provide a copy of one of the following:
  - Canadian Birth Certificate
  - Passport
  - Citizenship papers or Immigration documents, Record of Landing (IMM1000) and Permanent Resident Card (both sides)

**Identification is required for each member of the household listed on the application** (including children).

2. **Proof of Address** – copy of Homeowner's drivers license; Lease or Tenancy agreement
3. **City of St. Albert Utilities Services (WATER) bill** – if applicable. If water is included in lease or condo agreement, provide a copy of the agreement.
4. **Proof of Income** for all household members. Proof of income can be your most recent **CRA Notice of Assessment (NOA)** or bank statements to all bank accounts.

Please note that Students over 18 years and in school must have letter from their school.

**All official documents must be current and the City of St Albert Utilities Services bill must be dated within the last 3 months.** Please do not submit originals.

Application forms can be found on our web site at [www.stalbertfoodbankandcommunityvillage.com](http://www.stalbertfoodbankandcommunityvillage.com)  
Email, fax, or drop off the completed application form along with the supporting documents to:

St. Albert Community Village & Food Bank  
30 – 50 Bellerose Drive, St. Albert AB T8N 3L5  
ATTENTION: Utility Relief Program Coordinator  
accounting@stalbertfoodbank.ca  
Fax: 780-459-0589; Phone: 780-459-0599 ext. 5