



## **PROOF OF RESIDENCE IN ALBERTA USING A COMMUNITY INDIVIDUAL**

If your guarantor's office is currently closed, you may request someone you see on a regular basis in the community, for example a neighbour, to confirm your presence in Alberta. Multiple letters are not required unless one guarantor alone cannot substantiate your presence in Alberta for the entire timeframe required for eligibility.

### **Your community contact:**

1. **Must** be 18 years of age or older
2. **Must** be present in Alberta for the entire period between December 1, 2021, to May 18, 2022
3. **Must** be available for contact by email or telephone by the AIMG Program weekdays during the daytime throughout the file review period (June 3 to August 31, 2022)
4. **Must** have personally known you for at least 6 months
5. **CANNOT** be just an acquaintance. Your guarantor must be someone who knows you well enough to be able to swear to your residence status in Alberta and has no vested interest in your eligibility. Detailed explanations are expected.
6. **Must** not be family (through marriage or otherwise)
7. **Must** be able to confirm the location and duration of the applicant's **place of residence** within neighborhood. Detailed explanations are expected.
8. **CANNOT** be an individual who is applying to the AIMG Program 2023 Cycle or
9. **CANNOT** be a family member or a person residing at the same address as you (the applicant)
10. **Must** understand that deceptive or fabricated documentation provided on your behalf to the AIMG PROGRAM is sufficient cause for the AIMG PROGRAM to disqualify your application from this and potentially future AIMG Program cycles.

### **Guarantor must perform the following tasks free of charge:**

1. Independently prepare the guarantor letter (letter content checklist on next page).
2. Be available for contact by the AIMG Program weekdays during the daytime throughout the file review period (June 3 to August 31, 2022) to confirm your presence in Alberta and the details within the letter they (they guarantor) prepared and submitted on your behalf.

**All proofs provided are subject to AIMG Program source verification.**

## Guarantor Letter Guidelines for **Community Individuals** (e.g. Neighbour)

It is the applicant's responsibility to ensure that letter(s) in support of the applicant's AIMG Program application is prepared as follows and contain(s) all the following:

1. Electronic copy of the guarantor letter (PDF or photo format, i.e. JPEG), completed independently
2. Guarantor's street/ mailing address
3. Date the letter was prepared (must be dated between May 2 to June 3, 2022)
4. Applicant's full name
5. Applicant's current address
6. Length of time applicant has lived at current Alberta address, or length of time applicant has lived in Alberta
7. Length of time you (the guarantor) have known the applicant (at least 6 months)
8. What is the nature of your relationship (e.g. neighbours for "X" number of years, participate in activities together, children are on the same team, or applicant is patron of store/ neighbourhood restaurant that you own/operate)?
9. Daytime phone number for you, the guarantor (Must be available for contact by telephone or email by the AIMG Program, from June 3 to August 31, 2022)
10. Original or electronic signature by you, the guarantor
11. Copy of original letter uploaded to the Supporting Documents Upload page of the current cycle application for the AIMG Program by the applicant

### Notes to Applicants:

- **Applicant or Guarantor P.O. Boxes are not accepted.**
- **All proofs provided are subject to AIMG Program source verification.**