

ANNEXURE P: HOUSING ALLOWANCE APPLICATION FORM FOR TENANTS



HOUSING ALLOWANCE APPLICATION FORM FOR TENANTS

INSTRUCTIONS

- 1 Employees who are/became tenants on or after 1 January 2005 should complete this application form.
- 2 Complete and tick the boxes that apply to you.
- 3 Please see list of documents in Section B, which **must** be attached to your application. If necessary please refer to the Employee Guide on the Housing Allowance for physical examples.
- 4 Ensure that you have completed and signed the form and attached all the documents required since lacking information may delay the payment of your application.
- 5 If you experience difficulty to complete this application form, please do not hesitate to contact your personnel office for assistance.

SECTION A: PERSONAL DETAILS

EMPLOYEE'S DETAILS

Surname		Initials	
Department		Component	
ID no			
PERSAL No			
Contact No	Work		
	Home		
	Cell		

SPOUSE'S DETAILS

Surname		Initials	
ID No			
Employer			
Work address			
Contact No	Work		
	Home		
	Cell		

SECTION B: RENTAL STATUS						
Reference code	I am a tenant because-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box if proof is attached	
					Yes	No
R1	I pay occupational rent to the person I am buying my home from			Offer to purchase/ Deed of Sale which includes the occupational rent clause		
R2	I rent a home from a private landlord/ municipality			Rental Agreement		
R3	I rent a home from family or friends			Rental Agreement		
R4	I am obliged to occupy and rent State Housing as defined in Part XVI of Annexure B to PSCBC Res. 3 of 1999			Rental Agreement		
R5	I am voluntary occupying and renting Other Housing in terms of a departmental policy defined in Part XVI of Annexure B to PSCBC Res. 3 of 1999			Rental Agreement		

For Official Use	
Proof is attached	
Yes	No

SECTION D: OCCUPANCY DETAILS						For Official Use	
The home is occupied by-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box if attached		Proof is attached	
				Yes	No	Yes	No
Myself			A sworn affidavit				
My spouse							
My dependants							
My spouse & dependants							
Date of Occupancy							
The full residential address of the home is:							

SECTION E: CONFIRMATION, ACKNOWLEDGEMENT, UNDERTAKING AND DECLARATION	
<p>I the undersigned-</p> <p>(a) Confirm that the information in this application form is accurate;</p> <p>(b) Acknowledge that I could be disqualified from the Housing Allowance Scheme should the information provided be false and/or inaccurate in which event the employer may recover any monies over paid and institute disciplinary action and/or lay criminal charges (depending on the seriousness of the situation);</p> <p>(c) Undertake to inform the employer should there be any changes in my situation as a home owner and occupancy of my home; and</p> <p>(d) Declare that the home is occupied as indicated in the form.</p>	
Employee Signature _____	Date _____

FOR OFFICIAL USE ONLY

Employee PERSAL No

Employee is a tenant in category

R1	R2	R3	R4	R5	Do not comply
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The home is occupied according to the requirements in the Determination on Housing

Yes	No	Do not comply
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Application for Housing Allowance is-

Approved	<input type="text"/>
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PERSAL Code assigned <i>(tick the applicable code)</i>		Corresponding Reference Code in Section B
0547	Rental	(R1 –R5)

OR

Declined	<input type="text"/>
Reasons <i>(if declined)</i>	<input type="text"/>

Signature of official authorised to approve the Housing Allowance	<input type="text"/>
Name in print	<input type="text"/>
Designation	<input type="text"/>
Date	<input type="text"/>

INSTRUCTIONS

Inform employee of the outcome of his/her application	Prepare decline letter with reasons	<input type="text"/>
	Prepare letter of approval	<input type="text"/>
Capture on PERSAL	<input type="text"/>	<input type="text"/>