

**ANNEXURE O: HOUSING ALLOWANCE APPLICATION FORM
FOR HOME OWNERS**



HOUSING ALLOWANCE APPLICATION FORM FOR HOME OWNERS

INSTRUCTIONS

- 1 Employees who became home owners on or after 29 September 2004 should complete this application form.
- 2 Complete and tick the boxes that apply to you.
- 3 Please see the list of documents in Sections B and C, 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: HOME OWNERSHIP STATUS

For Official
Use

Reference code	I am a owner because-	Tick the applicable box	Proof to be attached to this application form	Tick the applicable box if proof is attached	
				Yes	No
H1	The title to the property is in my name		Title deed OR Ghost Deed Report* OR an original Tax Invoice from the financial Institution**		
H2	I have permission from the traditional leader to occupy state/tribal land		Permission To Occupy Certificate (PTO)		
H3	I have bought property on instalment sale (i.e. like a hire purchase)		Instalment Sale Agreement		

Proof is attached	
Yes	No

* A Ghost Deed Report is a print out from the Deeds Office, which can be obtained from a lawyer/legal firm responsible for the property transaction or the Deeds Office.

** The Tax Invoice from the financial Institution should at least indicate the-

- Name(s) of the bond holder
- Property particulars
- Registration date
- Bond/home loan details

SECTION C: BOND/HOME LOAN STATUS						
Reference code	I am a owner because-	Tick the applicable box		Proof to be attached to this application form	Tick the applicable box if attached	
					Yes	No
L1	I am repaying a bond/home loan to a financial institution			An original Tax Invoice* from the financial Institution OR a letter from the NHFC funded lender/ intermediary		
L2	My bond/home loan is paid off			No proof required		
L3	I bought my home without a home loan			No proof required		

For Official Use	
Proof is attached	
Yes	No

* The Tax Invoice from the financial Institution should at least indicate the-

- Name(s) of the bond holder
- Property particulars
- Registration date
- Bond/home loan details

** A letter from the National Housing Finance Corporation (NHFC) funded lender/intermediary. See Employee Guide on Housing for an example of a *pro forma* letter

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>	
<hr/> Employee Signature	<hr/> Date

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Employee Persal No

Employee is a home owner in category	H1	H2	H3	Do not comply
Employee's loan status falls in category	L1	L2	L3	Do not comply
The home is occupied according to the requirements in the Determination on Housing	Yes	No	Do not comply	

Application for Housing Allowance is-

Approved

PERSAL Code assigned <i>(tick the applicable code)</i>		Corresponding Reference Code in Section B
0545	Housing All: New Owner >29/9/04	L1
0546	Housing All: Home paid-up/no loan	L2 & L3

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"/>