

**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

For Official
Use

| 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 | | Proof is attached | |
|----------------|--|-------------------------|---|--|----|-------------------|----|
| | | | | Yes | No | 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 in terms of a departmental policy defined in Part XVI of Annexure B to PSCBC Res. 3 of 1999 | | Rental Agreement | | | | |

| 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> | |
| <p>_____ Employee Signature</p> | <p>_____ Date</p> |

FOR OFFICIAL USE ONLY

Employee Persal No

Employee is a tenant in category

| | | | | | |
|----|----|----|----|----|---------------|
| R1 | R2 | R3 | R4 | R5 | 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 |
|---|--------|---|
| 0547 | Rental | (R1 –R5) |

OR

Declined

Reasons *(if declined)*

| | |
|---|---|
| Signature of official authorised to approve the Housing Allowance | <input style="width: 100%;" type="text"/> |
| Name in print | <input style="width: 100%;" type="text"/> |
| Designation | <input style="width: 100%;" type="text"/> |
| Date | <input style="width: 50%;" 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"/> |
|-------------------|----------------------|----------------------|