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**ANNEXURE B: APPLICATION FOR HOUSING ALLOWANCE  
SCHEME HOME OWNER**



## 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			
<b>Surname</b>		<b>Initials</b>	
<b>Department</b>		<b>Component</b>	
<b>ID no</b>			
<b>PERSAL No</b>			
<b>Contact No</b>	<b>Work</b>		
	<b>Home</b>		
	<b>Cell</b>		
SPOUSE'S DETAILS			
<b>Surname</b>		<b>Initials</b>	
<b>ID No</b>			
<b>Employer</b>			
<b>Work address</b>			
<b>Contact No</b>	<b>Work</b>		
	<b>Home</b>		
	<b>Cell</b>		

SECTION B: HOME OWNERSHIP 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 proof is attached	
					Yes	No
<b>H1</b>	The title to the property is in my name			Title deed OR Ghost Deed Report* OR an original Tax Invoice from the financial Institution**		
<b>H2</b>	I have permission from the traditional leader to occupy state/tribal land			Permission To Occupy Certificate (PTO)		
<b>H3</b>	I have bought property on instalment sale (i.e. like a hire purchase)			Instalment Sale Agreement		

For Official Use	
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							
<b>Date of Occupancy</b>							
<b>The full residential address of the home is:</b>							

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

**FOR OFFICIAL USE ONLY**

Employee PERSAL No

Employee is a home owner in category

H1	H2	H3	Do not comply
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Employee's loan status falls in category

L1	L2	L3	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**

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**

Reasons *(if declined)*

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"/>