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**ANNEXURE C: 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

|                   |             |                  |  |
|-------------------|-------------|------------------|--|
| <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: 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 C: 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 D: 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 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<br><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"/> |