



## GEHS: 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 Enrolled on **GEHS** website [www.gehs.gov.za](http://www.gehs.gov.za), completed and signed the form and attached all the documents required including the **Enrolment Confirmation form** 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 **HR CALL CENTRE** on (021) 483 6799 or **GEHS Enrolment Call Centre: 0861 12 34 34** 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		
R6	I have Enrolled with the GEHS.		Printout of GEHS enrolment confirmation form attached		

For Official Use	
Proof is attached	
Yes	No

**SECTION C: OCCUPANCY DETAILS**

The home is occupied by-	Tick the applicable box	Proof to be attached to this application form	Tick the applicable box if attached	
			Yes	No
Myself		A sworn affidavit		
My spouse				
My dependants				
My spouse & dependants				

For Official Use	
Proof is attached	
Yes	No

Date of Occupancy

The full residential address of the home is:

**SECTION D: CONFIRMATION, ACKNOWLEDGEMENT, UNDERTAKING AND DECLARATION**

I the undersigned-

- (a) Confirm that the information in this application form is accurate;
- (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);
- (c) Undertake to inform the employer should there be any changes in my situation as a home owner and occupancy of my home; and
- (d) Declare that the home is occupied as indicated in the form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**FOR OFFICIAL USE ONLY**

Employee PERSAL No

Employee is a tenant in category  R1  R2  R3  R4  R5  R6  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
<input type="checkbox"/>	<input type="checkbox"/> O547 <input type="checkbox"/> Rental	<input type="checkbox"/> (R1-R6)

**OR**

**Declined**

<b>Reasons (if declined)</b>	<input type="text"/>
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<b>Signature of official authorised to approve the Housing Allowance</b>	<input type="text"/>
<b>Name in print</b>	<input type="text"/>
<b>Designation</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>

**INSTRUCTIONS**

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