



Housing Authority

Expression of Interest Form – Lots at Tavakubu Subdivision

The Chief Executive Officer
 Housing Authority
 P O Box 6472
VALELEVU

Tenderer Details

Applicant Details	Applicant 1	Applicant 2	Applicant 3
1. Surname			
2. First Name			
3. Relationship to applicant 1			
4. Marital Status			
5. Date of Birth			
6. TIN No			
7. FNPf No.			
8. FNPf Housing Eligibility			
9. FNPf Total Amount			
10. Postal Address			
11. Employer			
12. Self Employed			
13. Occupation			
14. Current Annual Salary			
15. Any Other Source of Income			
16. Mobile No			
17. Work Telephone No			
18. Home Telephone No			
19. Email Address:			

**Please attach documents as per the customer checklist provided on page # 3.*

20. Current Place of Residence

Details	Tick
Renting	
Family Home	
Squatter	
Government Quarters	
HART	
PRB	

Property Location _____
 Landlord Name _____
 Rent Amount (monthly) _____
 Landlord Telephone No _____

21. First Time Home Owner – YES / NO – Please circle.

If **YES**, please do a statutory declaration individually for all applicants. (*Please refer page 4 for standard statutory declaration form*)

If **NO**, please note that your application will not be considered.

22. Fiji Citizen – YES / NO – Please circle and provide evidence. (Voter ID/Passport).

If you are **NOT** Fiji citizen than your application will not be considered.

23. Previously registered Interest for Tavakubu Subdivision – Yes / No. If Yes, please provide your reference number. DS _____

24. I will be able to construct residential dwelling on approved house plan within two years – YES / NO – Please circle.

25. Do you have a preferred HA House plan or you wish to have your design? Please Specify:

26. Financing & Equity Details – Please tick the appropriate box and fill in the equity amount

Lender	Tick	Equity Amount	Comment/Details
HA loan			
Bank Loan			
Cash (source details to be provided)			
Equity			
FNPF			
Own Cash			
Assistance from Third Party			

27. Household Details

Household – means individuals who habitually and ordinary reside in a dwelling together and who usually eat food together, which is usually prepared for them in the same kitchen, and who share the effort and cost of providing food for the Household.

Household Income – means the total combined income of all individual Household members.

Income - means income as defined in Income Tax Act 2015.

Based on the above definition of Household/ Household income & Income, please provide the list of household members and other details as per the table provided below:

No.	Name	Relationship	Age	Current Employer	Annual Gross Income	Residential Address

28. Declaration

I/We undersigned declare that the information provided in this form are correct and true.

	Applicant 1	Applicant 2	Applicant 3
Full Name			
Signature			
Date			

Please note that **Section 29 Housing Act Cap 267** states that: *Any applicant for assistance, whether by way of loan, guarantee or otherwise, who willfully fails to disclose any material information within his knowledge, or who willfully makes any statement which he knows to be false or does not believe to be true, shall be guilty of an offence and on conviction shall be liable to a fine not exceeding \$200 or to imprisonment for a term not exceeding 6 months, or to both such fine and imprisonment.*

[FAI 4] False representation in order to obtain a benefit

- (1) A person must not knowingly make a false representation to any officer, agent or representative of the Government or an entity for the purpose of obtaining a benefit.
- (2) Any person who contravenes subsection (1) commits an offence and is liable upon conviction to a fine not exceeding \$20,000 or imprisonment for a term not exceeding 10 years, or to both.

Customer Checklist - Required Documents

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Latest 3 Consecutive Payslip |
| <input type="checkbox"/> | Latest copy of Notice of Assessment from FRCS if self-employed or own any business |
| <input type="checkbox"/> | Declare if there is any other source of income |
| <input type="checkbox"/> | Birth Certificate/Marriage Certificate |
| <input type="checkbox"/> | Photo ID with specimen signature - Valid Fijian Voter Registration Card or Fijian Passport copy |
| <input type="checkbox"/> | FRCS/FNPF Joint Card or TIN Letter |
| <input type="checkbox"/> | Statutory Declaration signed by JP confirming you as a first time home owner and your marital status. |
| <input type="checkbox"/> | Loan assessment letter from Housing Authority or any of the lending Institution |

***Note Below**

1. *For married applicants*
 - a. *Both the spouses' need to provide their details as per the above checklist regardless they will be part of the property or not. Should a spouse be unemployed than it should be mentioned in statutory declaration but he/she will still need to provide other relevant documents as per the checklist.*
 - b. *If separated - dissolution of marriage to be provided*
 - c. *If widow/widower – death certificate to be provided*
 - d. *De-facto relationship – statutory declaration stating their years of relationship*
2. *Single Applicant*
 - a. *To specifically state in the statutory declaration of his/her marital status as single together with first home ownership*
3. *All the applicants are to use the standardized statutory declaration (refer page 4 for standard statutory declaration form.*

****Please note that all the above required documents are mandatory. Failure to provide any of the above documents will render the EOI incomplete and will not be considered for lot allocation.***

I/We undersigned declare that the information provided in this form are correct and true.

	Applicant 1	Applicant 2	Applicant 3
Full Name			
Signature			
Date			

STATUTORY DECLARATION

I _____
of (*residential address*) _____

solemnly and sincerely declare that:

1. I am a Fijian citizen residing in Fiji;
2. I [do/do not] hold dual citizenship or permanent residency of any other country.
3. I am a First time home owner and do not own any properties around Fiji and have never previously purchased or owned a home in Fiji;
4. I am currently not in process of acquiring any property from any external parties apart from the expression that I am submitting to the Housing Authority;
5. I am _____ ---[*Single - never married / Married/ divorced/ in de-facto relationship*];
6. My combined Gross household income is _____ [*below/above*] \$50,000 annually that is earned from _____.
7. I _____ ---[*do/ do not*] have other source of income, businesses or interest. (*either registered or unregistered*).
8. I have also _____ -----[*declared/not declared*] all income earned to Fiji Revenue & Customs Services;
9. I am currently _____ -----[*staying with families/renting*] at the above residential address;
10. I will use the lot/house if allocated for the purpose as permanent residence.

And I make this solemn declaration believing the same to be true and by virtue of the Statutory Declarations Act 1970.

DECLARED at _____
 this _____ day of _____,
 _____, 20____
 before me and I certify that the declaration
 was read over in
 the _____
 language to the declarant who appeared fully
 to understand the meaning thereof.

(Office held or nature of Appointment)