



HEAD OFFICE  
HOUSING AUTHORITY BUILDING  
LOT 2 SAQA, PLACE  
VALELEVU  
P.O.BOX 5275,RAIWAQA  
TEL: (679) 3387787

LAUTOKA  
HOUSING AUTHORITY BUILDING  
14 TAVEWA AVENUE, LAUTOKA  
P.O.BOX 5640  
TEL: (679) 6668717

LABASA  
FNPF BUILDING  
ROSAWA ST, LABASA  
P.O.BOX 1507  
TEL: (679)8816717

**APPLICATION FORM (OTHER ESTATES)**

**GENERAL**

Reference No:.....

- a) To All Applicants  
Please write clearly on this application form. Any changes in your circumstances such as change in address must be reported to the Public Rental Board if you wish to stay in the waitlist.
- b) Who can apply?
  - Married, Single parent, Single permanent worker and can go on **direct deduction**.
  - Those who cannot do Direct Deduction to have a Guarantor.
  - Those with a combined weekly gross household income between **\$80-\$317 or \$16,500 per annum**
- c) Who cannot apply?  
Under age, Unemployed and Applicants with salary over **\$317 or 16,500 yearly**
- d) PRB has full rights to check relevant authorities to verify information.
- e) Number of Occupants per flat:
  - i. 1-bedroom flat – 2 Adults and 2 Children.
  - ii. 2-bedroom flats – 2 Adults and 4 Children’s.

**2. PERSONAL INFORMATION: compulsory**

Surname : \_\_\_\_\_

First Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Fathers Name: \_\_\_\_\_

Sex (M) (F)      Marital Status (Married/Single/Divorce)      Ethnicity: \_\_\_\_\_

**ADDRESS:**

Home/Postal Address: \_\_\_\_\_

Phone Contact: \_\_\_\_\_ Mobile Contact \_\_\_\_\_

FNPF No: \_\_\_\_\_ TIN#: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Present Employer: \_\_\_\_\_

Employer’s Address: \_\_\_\_\_

Employer’s Phone/Contact: \_\_\_\_\_

Occupation: \_\_\_\_\_ Weekly Gross Income: \_\_\_\_\_ Year of Services: \_\_\_\_\_

**3. CO – APPLICANT**

Names: \_\_\_\_\_ DOB:..... Relationship to Applicant: \_\_\_\_\_

Phone Contact: ..... E-mail Address: .....

Present Employer: \_\_\_\_\_ Occupation \_\_\_\_\_

Employer’s Address: \_\_\_\_\_

Employer’s Phone Contact \_\_\_\_\_

Length of Service: \_\_\_\_\_ Weekly Gross Income : \_\_\_\_\_ FNPF No: \_\_\_\_\_ TIN#

**4. OTHER FAMILY MEMBERS INFORMATION LIVING IN THE FLAT**

Last Name	First Name	Date of Birth	Sex	Relationship	Working Yes/No. (Where)	Disable Person (s)	Weekly Gross Income	Phone Contact

\*In order to determine the most suitable flat for allocation, please indicate nature of disability for person(s) indicated in the table above. \_\_\_\_\_

**5. APPLICANT'S HISTORY**

- a) Present Landlords Name \_\_\_\_\_ Address \_\_\_\_\_ Phone Contact \_\_\_\_\_
- b) Why do you want to leave your present address?
- c) Give reasons for applying to Public Rental Board?

**6. APPLICANT QUESTIONNAIRE**

- a. Has applicant ever been sued for arrears? YES/NO
- b. Has applicant ever been declared bankrupt? YES/NO
- c. Has applicant ever been guilty of felony? YES/NO
- d. Has applicant ever been locked out of their apartment by the owner/sheriff? YES/NO
- e. Has applicant ever moved owing rent or damaged property? YES/NO
- f. Will the applicant be able to pay advance rent and Deposit when flat is Available? YES/NO.

**7. AUTHORIZATION**

- a. Applicant authorizes the Board to contact the present Landlord, employer, creditors, neighbors and any other sources deemed necessary to investigate applicant's history.
- b. All information given is true, accurate and complete to the best of Applicant's knowledge.

Public Rental Board reserves the right to disqualify the application if information is not as represented.

**Applicant's Signature:**

Date:

**Witness (PRB Officer):**

Date:

**7. OTHER REQUIREMENTS**

- Latest FNPF Statement
- Latest 6 months Bank Statement
- Latest Pay slip – (3 months)
- Marriage Certificate
- Birth Certificate for all occupants
- Vaccination Cards for all occupants 18 and above
- Title Search for all above 18yrs
- Statutory Declaration of income for all above 18yrs or unemployed
- Salary Deduction from Employer
- Signed Guarantor form if unable to do direct deductions
- FNPF ID Card
- TIN letter/Joint Card
- Letter from Employer confirming your post.
- Passport Photo for all occupants
- Fees Breakdown:

	<b>1 or 2 Bed Room</b>
Deposit	\$270.00
Advance Rent (1 Month)	\$200.00
Admin & Application fees	\$ 20.00
<b>Total Payable</b>	<b>\$490.00</b>

**Fees As of 1<sup>st</sup> January 2020**

1. Application fee to paid on Allocation of flat **\$20.00**
2. Notice Service Fees (Working Hours) **\$5.00**
3. Notice Service Fees (After Working Hours) **\$10.00**
4. Tenancy Agreement Renewal Fees **\$10.00**
5. EFL Deposit – \$80.00 minimum to \$120.00 maximum
6. Maintenance Charges will be determined by whatever is been damaged by the tenants e.g. louvre blade, bulb holder, etc.
7. Deposit and Advance rent will also be determined by the type of flat that is been allocated.

**8. Household Inventory**

DOUBLE BED		STEREO		TELEVISION		SKY DISH		Tin Cards		Bank Name	
SINGLE BED		SIDEBOARD		WARDROBE		FRIDGE		Pay slips		Account No.	
GAS STOVE		E/STOVE		D/TABLE		SETTEE		Declaration		Social Welfare	
DOUBLE BUNK		S/MACHINE		W/MACHINE		Vehicle		Bills		Car Registration	

**9. Weekly Expenditure Assessment.**

Food	\$	<b>TOTAL INCOME</b>	
Water Bill	\$	TENANTS	
EFL Bill	\$		
Telephone Bill	\$	OTHERS	
Education	\$	OTHER SOURCES	
Medical	\$	<b>TOTAL INCOME</b>	
Hire Purchase	\$	<b>LESS EXPENSES</b>	
Loan Repayment	\$	<b>UNUSED INCOME</b>	
Others – Fare etc.	\$		

**10. FOR OFFICIAL USE**

.....  
 Processed by .....  
Date

.....  
 Endorsed by .....  
Date

.....  
 Approved by .....  
Date

Remarks:

.....  
 .....  
 .....