



GOVERNMENT OF THE REPUBLIC OF FIJI

SURVEY OF RESIDENTIAL LEASES

The Fijian Government is assisting those Fijians who cannot afford to have their residential leases surveyed to ensure they attain formal documentation for land boundaries and a registered land title. This initiative, which is in furtherance of the Government's programme to support Fijians in securing land for the construction of homes, will be coordinated by the Ministry of Economy in consultation with the Ministry of Housing & Community Development, Ministry of Lands & Mineral Resources and the iTaukei Land Trust Board.

To be eligible, applicants must meet all of the following requirements:

- Must be a Fijian citizen residing in Fiji;
- Must have an annual household income of \$50,000 or less;
- The tenant must be fully compliant with lease conditions; and
- Applicants must not own any other residential leases or freehold properties.

The application form will be made available online at [Form - Residential Survey](#) and through the following offices:

- Ministry of Housing & Community Development Office – 33 Gorrie Street, Suva;
- Housing Authority Office- 14 Tavewa Avenue, Lautoka; and
- Housing Authority Office- FNPF Building, Rosawa Street, Labasa.

Approved applicants will be notified by letter as to which surveyor has been selected to carry out the works. Payments will be made directly by the Government to the surveyor as per the approved payment schedule in the service agreement between the respective agency and the surveyor.

The following documents **MUST** be submitted with a completed application form:

- Certified Copy of Photo Identification;
- Birth Certificate;
- Taxpayer Identification Number (TIN) Letter or Joint FNPF/FRCS card;
- Copy of Lease Document;
- Statutory Declaration of Income; and
- Any other relevant supporting documentation such as salary slip and/or bank statement.

All applications are to be submitted before **4 pm** on **1 May 2022** to the following email account: residential.survey@govnet.gov.fj or hand-delivered to the Ministry of Housing & Community Development Office or Housing Authority Offices listed above. For further clarification, please contact:

- Ms. Shania Hussain on phone: 3309918, 9986711 or email shania.hussain@govnet.gov.fj.
- Mr. Laurie O'Neal Singh on phone: 3221144, 9981776 or email laurie.singh@economy.gov.fj.

AIYAZ SAYED-KHAIYUM
ATTORNEY-GENERAL AND MINISTER FOR ECONOMY

WARNING: Providing false information to Government is an offence under the False Information Act 2016. If you are found guilty of providing false information to Government, you may be fined up to \$20,000 or sentenced to imprisonment for up to 10 years.



APPLICATION FORM FOR SURVEY OF RESIDENTIAL LEASES PROGRAMME ('PROGRAMME')

(All Applications are to be submitted before 4pm on 01 May 2022 to: residential.survey@govnet.gov.fj or hand-delivered to the Ministry of Housing & Community Development Office or Housing Authority Offices in Lautoka/Labasa)

SECTION A: DETAILS OF APPLICANT

Full Name:

Residential Address:

District/Town:

Province:

Phone No.:

Mobile No.:

Current Occupation:

Full-time, Part-time or Casual:

Name of Employer (if applicable):

FNPF No.:

Taxpayer Identification No.:

SECTION B: IDENTIFICATION (VOTER IDENTIFICATION CARD PREFERRED)

Voter Identification Card No.: - -

Other valid photo identification (please specify): _____

SECTION C: LAND DETAILS

You hold (select one):

- an Approval Notice of lease for State Land an Agreement for Lease for iTaukei Land

Lease Reference No.:

Lot No.:

Plan No.:

Land Description/Name:

Area:

SECTION D: HOUSEHOLD DETAILS

List of income earners in household and annual income (gross):

Income Earner	Taxpayer Identification No. (if any)	Annual income (if any) (before tax and FNPF deductions)

SECTION E: ADDITIONAL DOCUMENTS

Attached to this application form are:

- Declaration of income; salary slips and latest bank statements, if any;
- Birth certificate;
- Valid photo identification;
- Taxpayer identification number (TIN) letter;
- Copy of Lease Documents; and
- Statutory declaration form

SECTION F: DECLARATION

By ticking this box , I declare that:

- (a) I am a Fijian citizen residing in Fiji;
- (b) I am 18 years of age or above;
- (c) the gross annual combined income of my household (persons living in the same house) is \$50,000 or less;
- (d) I hold a lease document for residential purposes under my name;
- (e) attached to this application form are original or true, correct and certified copies of the documents required to be attached under Section E;
- (f) I have not previously received assistance under the Programme;
- (g) I (or any household member) do not own any other lease or freehold property; and
- (h) I understand that the provision of false information to Government for the purposes of receiving a benefit is an offence under the False Information Act 2016 and may result in a requirement to repay the benefit, a fine of up to \$20,000 or an imprisonment term of up to 10 years or any or all of the foregoing.

SECTION G: SIGNATURE

I, (full name) _____,
 of (address) _____,

solemnly and sincerely declare that the information contained in this form is true and correct and I make this solemn declaration believing the same to be true.

 (signature)

Declared at _____ this _____ day of _____ 201____.

 (signature of witness)
 Name: _____
 Occupation: _____
 Address: _____

SECTION H: OFFICIAL USE

Office:
Receiving officer:
Signature:
Date:
Application number: