



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 (RAIWAI)

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 household income between **\$16,501-\$25,000.00**
- c) Who cannot apply?
Under age, Unemployed and Applicants with salaries under **\$317 a week or above \$481 a week. – i.e. \$25,000+ 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.

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: _____ 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:

	<u>1 Bed Room</u>	<u>2 Bed Room</u>
Deposit	\$792.00	\$888.00

Advance Rent (1 Month)	\$396.00	\$444.00
Admin & Application fees	\$ 20.00	\$ 20.00
Total Payable	\$1,208.00	\$1,352.00

Fees As of 1st 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	\$	TOTAL INCOME	
Water Bill	\$	TENANTS	
EFL Bill	\$		
Telephone Bill	\$	OTHERS	
Education	\$	OTHER SOURCES	
Medical	\$	TOTAL INCOME	
Hire Purchase	\$	LESS EXPENSES	
Loan Repayment	\$	UNUSED INCOME	
Others – Fare etc.	\$		

10. FOR OFFICIAL USE

.....
 Processed by Date

.....
 Endorsed by Date

.....
 Approved by Date

Remarks:

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