

## Portal Guideline on Online Application- Purchase of Model Homes

### 1. Online Portal Link

- Online EOI Purchase of Model Homes can be accessed by visiting Housing Authority website or by clicking on the <https://portal.housing.com.fj/SpecialPages/Logon-page?returnurl=%2f> link.

### 2. Registration

- Principal Applicant will need to register themselves in order to login into the Online Portal.
- After registration than the applicants can login to Online Portal using the **User Name and Password** therefore, please ensure you remember your User Name and Password.
- Applicants are required to fill the following details in order to register:

**Not Registered? Sign up now!**

User name:

First name:

Last name:

Tin Number:

E-mail:

Password:

Password strength:

Re-enter Password:

CAPTCHA verification:

Enter security code:

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Register

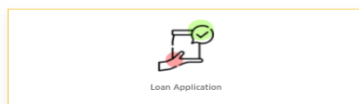
### 3. My Dashboard

- Select Expression of Interest –Purchase of Model Homes on My Dashboard to start with your application.

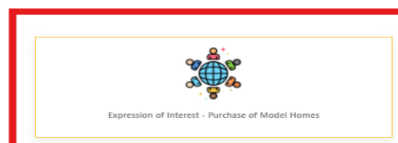


HOME FORMS MEMBER

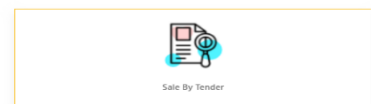
#### My Dashboard



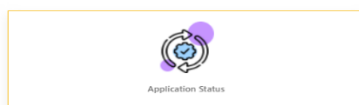
Loan Application



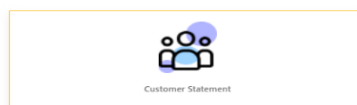
Expression of Interest - Purchase of Model Homes



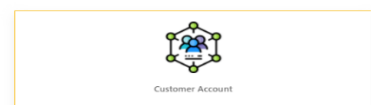
Sale By Tender



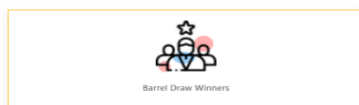
Application Status



Customer Statement



Customer Account



Barrel Draw Winners

4. *Before you start your online application, please ensure scanned copies of the following documents are ready:*

- HA Standard Statutory Declaration (available on our HA website);
- Voter ID or copy of Passport bio-data page;
- Latest Payslip stamped by the employer;
- If owning any business or are self-employed, please attach a Notice of Assessment for the year 2024;
- Latest extract of Birth Certificate and Marriage Certificate;
- TIN letter or FRCS/FNPF joint card; and
- Latest FNPF Statement.

You are required to scan documents of other parties as one PDF and then upload to the portal. For example, HA Standard Declaration for main applicant plus other parties to be scanned together and then uploaded. Same goes for respective Voter ID, Payslip and so on.

**Note:**

- **For single applicant(s)** - Applicants need to provide a single status certificate from Ministry of Justice.
- **For married applicant(s)** - Both spouses need to provide their details as per the above checklist. Should a spouse be unemployed, it should be mentioned in the statutory declaration, but he/she will need to provide other relevant documents as per the checklist.
- **De-facto relationship** - statutory declaration to be attached stating years of relationship and attach partner's details as per the above checklist.
- **If Divorced** – dissolution of marriage to be attached.
- **If widow/widower** – death certificate to be attached.

*\*The above information is required to determine Total Household Income eligibility and qualification for the screening & Selection process.*

5. *All applicants jointly applying are required to scan and combine the respective documents together before uploading. Single Status Certificate to be uploaded in **Additional Documents**.*

HA Standard Statutory Declaration: <sup>*</sup> <div>Choose File No file chosen</div> <small>Proof of first time home owner</small>	Copy of Passport/Voter ID: <sup>*</sup> <div>Choose File No file chosen</div>	Payslip / Notice of Assessment / Any Other Income Details: <sup>*</sup> <div>Choose File No file chosen</div> <small>latest pay slip/letter from employer</small>
Birth / Marriage Certificate (Dissolution of Marriage or Death Certificate if applicable): <sup>*</sup> <div>Choose File No file chosen</div>	TIN Letter/ FRCS/FNPF Joint Card: <sup>*</sup> <div>Choose File No file chosen</div>	FNPF Statement : <sup>*</sup> <div>Choose File No file chosen</div>
		Additional Documents: <div>Choose File No file chosen</div>
Financing Option: <sup>*</sup>		

## 6 . Filing Form

- Select the subdivision (Model House) you wish to apply for;
- Select number of application;
- Enter your details;
- Upload Required Documents;
- Select your Financing option;
- Select your Equity Contribution and enter the amount;
- Select the Consent check box;
- Select the Declaration check box;
- Human Verification- select the I'm not a robot check box;
- Click on submit.