

## **Portal Guideline on Online Application- Purchase of Vacant Lot at Covata Subdivision-Labasa**

### **1. Online Portal Link**

- Online EOI Purchase of **Purchase of Vacant Lot at Covata Subdivision-Labasa** 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:  104631

**Register**

### **3. My Dashboard**

- Select Expression of Interest – **Purchase of Vacant Lot at Covata Subdivision-Labasa** on My Dashboard to start with your application.

My Dashboard

- Loan Application
- Application Status
- Customer Statement
- Sale By Tender
- Customer Account
- Barrel Draw Winners

Expression of Interest - Purchase of Model Homes

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 2025;
  - 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.
- **If Single Parent**- Proof of separation and evidence of sole parental responsibility to the child's biological or adoptive mother or father with a minimum separation period of 2 years prior to the date of application.

*\*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>  <input type="button" value="Choose File"/> No file chosen <small>Proof of first time home owner</small>	Copy of Passport/Voter ID: <sup>*</sup>  <input type="button" value="Choose File"/> No file chosen	Payslip / Notice of Assessment / Any Other Income Details: <sup>*</sup>  <input type="button" value="Choose File"/> No file chosen <small>Latest pay slip/letter from employer</small>
Birth / Marriage Certificate (Dissolution of Marriage or Death Certificate if applicable): <sup>*</sup>  <input type="button" value="Choose File"/> No file chosen	TIN Letter/ FRCS/FNPF Joint Card: <sup>*</sup>  <input type="button" value="Choose File"/> No file chosen	FNPF Statement: <sup>*</sup>  <input type="button" value="Choose File"/> No file chosen
Additional Documents:  <input type="button" value="Choose File"/> No file chosen		

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## 6 . Filing Form

- Select **Purchase of Vacant Lot at Covata Subdivision-Labasa**;
- 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.