



Requirements for a Food For The Poor House

When applying for a Food for the Poor House, you must provide the following documents:

1. A **letter** of recommendation briefly explaining the current situation that you are in. This must be written, preferably by a religious minister, Justice of the Peace. Also included should be:

- At least 2 contact numbers or contact of neighbour, if necessary
- Other name of applicant (alias or nickname)
- Directions to the property

2. **Proof of land ownership: Title or Tax Receipt for land on which house is to be built** (Kindly note a letter indicating relationship between land owners (previous and current) & the applicants name **must** be stated.

- **If you own land:** (and has name written at the top of the tax receipt) provide a **copy** of the land title and a recent tax receipt/payment certificate.
- **If you are leasing land:** a signed **copy** (by lessor) of the Lease agreement for 10 years and over and verified by a J.P. or Notary Public; a **copy** of the land title for the land being leased and a recent tax receipt/payment certificate for the land being leased.
- **If you have received permission to build on land:** a signed letter from the owner granting permission to build, signed by a J.P. or Notary Public, plus a **copy** of the land title and a recent tax receipt/payment certificate.
- **If the land is owned by the applicant but has Commissioner of Lands (National Land Agency) or Ministry of Housing on tax receipt/payment certificate:** a letter from the relevant organization declaring the applicant as the owner of the land.
- **If there is a change of name / transfer of person in possession land on the tax receipt/payment certificate:** a copy of **Notice of Amendment of Valuation Roll** is required from: Commissioner of Lands, Valuation Department, National Land Agency (NLA), in the parish
- **If land is leased or gifted:** tax receipt/payment certificate of land and letter by owner (and acknowledged by applicant), leasing or giving permission to build signed by a J.P. or Notary Public.
- **If the land owner is unable to write:** for e.g.: (blindness or hospitalization) a letter is required from a lawyer or a J.P. or Notary Public affirming same and where applicable verifying official mark
- **In case of Power of Attorney or where an Executor was appointed:** a letter from a lawyer or a J.P. or Notary Public is required affirming the appointee administrator of the estate. Other supporting documents require e.g. a copy of the last will and testament.



3. Special Cases

- a. Tax receipt and/or land title is not required where house is to be placed on following land but letter from either entity is required:
 - Moore Town Maroons (Portland) or Accompong Town Maroons (St. Elizabeth)
 - Quarry Hill Providence Society (St. Catherine) - **Lot Number required**
 - Housing Agency of Jamaica (HAJ) - **Lot Number required**
 - Urban Development Corporation (UDC) - **Lot Number required**
 - Lands owned by Parish Council in each Parish – **Valuation or Folio & Volume number is required**
 - Administered Schemes, Lease Hold or Lease & Sale lands from National land Agency/Ministry of Transport, Works & Housing/Rada – **A letter is required**
 - Privately owned lands by Sugar Company of Jamaica/Rail Way Corporation/Bauxite Corp etc. - **A letter is required**
- b. Where land is being transferred (by will or otherwise), **Letter by Lawyers conducting transfer and tax receipt.**
- c. Where applicant has been occupying the land in excess of 12 years (privately owned) and 60 years unmolested (Government land) unmolested **or** land was bought many years ago with no proper transfer, **and this can be verified through Statutory Declaration Forms. Any other document that proves ownership or interest e.g.: Receipts, Agreements for Sale, Wills, Court Orders, and Deeds of Conveyance**

IMPORTANT NOTICE:

- This is an application and there is **no** guarantee that a house will be provided.
- Original Land documents should **not** be submitted
- You are **not** required to build a **foundation** until advised by an authorized Food For The Poor officer
- **Priorities** are given to fire and other disaster victims, physically challenged persons and very large families who are poverty stricken.
- If **funding** has been identified and your application is selected you will be notified. All applications once selected will be investigated by **Food For The Poor** to confirm need
- Successful applicants who either **rent or sell** the housing units **are subject to legal action** being taken against them.
- Where corrections are necessary neatly draw a line through the information to be deleted and initial the corrected item. – **No Liquid Paper!**

There is No cost for the application or house construction!