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!**