



Housing Request Form

PRELIMINARY CHECKLIST FOR APPLICATIONS FOR FOOD FOR THE POOR HOUSING

All copies of documents, Identification, TRN and the like must be signed, stamped and dated by a Justice of the Peace
No use liquid of paper

Applicant's Name: _____

(First)

(Middle)

(Last)

(Alias)

Contact Numbers: _____

ID/NIS: _____

TRN: _____

Date Of Birth/Age: _____ / _____

Family Status: Single Man/ Single Woman/Couple/ Family

Occupation of Applicant: _____

Number of Dependents/Ages: () _____

Current Address: _____

Proposed Site: _____

Directions to Site: _____

Income:-	
<input type="checkbox"/>	None
<input type="checkbox"/>	< \$2,000 /wk
<input type="checkbox"/>	\$2,000 - \$5,000 /wk
<input type="checkbox"/>	\$5,001 - \$10,000 /wk
<input type="checkbox"/>	> \$10,001 /wk
<input type="checkbox"/>	PATH/NIS/PENSION/RP

Intermediary Organization Information

Organization: _____

Member of Parliament: _____

Contact Number: _____

Next of Kin/Land owner

Contact Person: _____ Land owner: _____

Contact Number: _____ Contact Number: _____

Land

Land Tenure: own lease>= 10yrs family other _____

Recent Property Taxes: yes no

Type of Title: registered lease >= 10yrs family other _____

Signatures

Applicant

Date

Land owner

Date

Comments/Remarks: _____

IMPORTANT NOTICE:

1. This is an application and there is **no** guarantee that a house will be provided.
2. Food For The Poor may request additional land documents for review if required
3. Original Land documents should **not** be submitted
4. **Priorities** are given to fire and other disaster victims, physically challenged persons and very large families who are poverty stricken.
5. 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
6. Successful applicants who either **rent or sell** the housing units **are subject to legal action** being taken against them.
7. Where corrections are necessary neatly draw a line through the matter to be deleted and initial the corrected item. – **No Liquid Paper!**

1. Two Letters Of Recommendation

- a) One from the Member Of Parliament outlining the applicant's housing situation and other relevant details.
- b) One from a Pastor or Justice Of The Peace in the parish explaining the situation impacting the applicant.

2. ID or Verification

- a) Copy of ID (Driver's License or Passport or National ID).
- b) Copy of TRN and NIS card.

3. Contact Numbers

- At least two telephone contact numbers

4. Declarations Of Relations

- Relationships must be stated between land owners and applicant/s if not a lease agreement.
- Contact numbers and valid government picture ID are required for land owners.
- Relationships between owners deceased and current land owner/s.
- Death certificate or letter signed by a Justice Of The Peace if registered land owner is deceased.

5. Proof of Land Ownership

- A copy of the title and a recent tax receipt.
- Land history letter detailing the inheritance of the land signed by applicant and landowner/s and verified by a JP. This can be supported by Wills, Conveyance of land, receipts etc.
- Permission to build must be granted by all owners of the land.
- Payment advice certificates should show land owner/s names.
- A letter should state it when land owners are deceased.
- There must be consistency of spelling of all names on documents being submitted e.g. ID, tax receipt letter, payment advice etc.
- If the tax receipt has incorrect spelling of names, this must be clearly stated along with the correct spelling and stamped & signed by a J.P.
- Lease periods must ten years or more. The agreement must state when the lease starts and ends and must be signed, stamped and dated by lessor, lessee and a JP / Attorney.
- Contact numbers are required for lessor (landlord).

6. Victims Of Fire Or Flood

- Fire victims should submit a report from the fire brigade or the police.
- Flood victims should submit a report from their Parish Council Disaster Management Committee.