



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. Letter Of Recommendation

- a) One from a Pastor or Justice Of The Peace in the parish explaining in details 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.