

Housing Allowance Checklist

Name: _____

PERSAL: _____

Department: _____

Directorate/Institution: _____

Documents in respect of housing allowance

Rental Allowance Documents:

No	Items to review	Yes	No
1.	GEHS: Housing allowance application form for tenants		
2.	Rental Agreement signed and initialled by relevant parties, including witnesses		
3.	Occupancy Affidavit (page to be completed back to back)		

Home Owner Documents:

No	Items to review	Yes	No
1.	GEHS: Housing allowance application form for Home-owners		
2.	Title Deed (should reflect signature of the registrar of deeds, registration date, title deed reference no.)		
3.	Bank statement which reflects proof of loan, loan registration date and amount / proof of paid up bond		
4.	Occupancy Affidavit (page to be completed back to back)		

GEHS withdrawal

No	Items to review	Yes	No
1.	Individual Linked Savings Facility (ILSF) Application form		
2.	Enrolment Confirmation form		
3.	Bank statement which reflects proof of loan, loan registration date and amount / proof of paid up bond		
4.	Certified Copy of Title Deed / Certified Copy of PTO Certificate / Home Loan statement from Financial institution		

Nomination of beneficiaries

No	Items to review	Yes	No
1.	Application form (Nomination of Beneficiaries)		
2.	Applicants certified copy of ID		

Signature of applicant:

Date: