



AWTORITÀ TAD-DJAR ♦ **HOUSING AUTHORITY**

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PRIVATE RENT HOUSING BENEFIT SCHEME

With effect from 1st February 2019

Application for Housing Benefit on privately owned dwellings which are not owned or leased by the Government, the Housing Authority, any parastatal body or local Authority.

File No.

HBS

IMPORTANT NOTICE

Anyone who makes a false declaration will be disqualified for a period of five (5) years from benefiting from any scheme issued with the approval of the Minister responsible for Housing.

Notwithstanding anything contained in the foregoing provisions of this Scheme, the Authority shall have the right and this at its absolute discretion, to refuse any application.

Application will only be accepted if:-

1. It is filled and signed by each recognised tenant;
2. the application for assistance under this Scheme must be made by both spouses jointly in case of married couples, two persons who have entered into a Civil Union under the Civil Union Act who are not legally or *bona fide de facto* separated;
3. a payment of €10 by cash, cheque or money order addressed to the Chairman, Housing Authority is attached;
4. the necessary documents stipulated in Section 4 of the application are produced.

The personal information submitted in this application is protected and will be only utilised according to the Data Protection and Privacy.

The personal information provided in this application form will be strictly utilised by the Authority for the processing of this application and will be only processed according to the Data Protection Act (CAP 440). Applicants have the right to access or verify the information held about them by requesting this in writing at the above address.

Price: €1.00

SECTION 2**OTHER INFORMATION**

- i. Amount of Rent per annum €
- ii. Does the applicant have children under the age of 18? YES NO If YES how many?
- iii. How long is the rental agreement valid for?
- iv. The property is a House Apartment Maisonette
- v. Date of marriage/Civil Union (in case of a married couple / two persons who have entered into a Civil Union* or separated / annulled / divorced):
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- vi. Date of death of spouse (in case of widows/ers)
.....
- vii. Name of spouse (in case of widows/ers)
.....

* under the Civil Union Act

SECTION 3**DECLARATION**

I, the undersigned, declare that I have read, agreed and accepted all the conditions of the Government Gazette related to my application, which conditions form an integral part of my declaration and which conditions I was given a copy of together with my application form.

I also declare, that I do not possess in full ownership, in part ownership, or in perpetual emphyteusis, either alone or together with others, property suitable for habitation purposes.

I declare that, the rented property which is my ordinary residence, is habitable and in good state of repair, without any dangerous structures, has all sanitary facilities functioning well, including the water, electricity and drainage system. The property is also equipped with a fully functional kitchen necessary for cooking.

I also declare that the information given in the application is correct and true. I understand that I will forfeit the right to any subsidy under this Scheme and will not be entitled to the charges paid if incorrect information is given.

Signature of Applicant Date:

Signature of Applicant Date:

Signature of Applicant Date:

SECTION 4

LIST OF DOCUMENTS TO BE ATTACHED TO APPLICATION

List of documents and certificates which need to be produced together with application (where applicable)

- i) Photocopy of valid ID Card from both sides of each applicant and of children over the age of 18 living with them;
- ii) In case of separated/annulled/divorced applicants, these are to produce a copy of the final judgement of the competent court that pronounces the separation or a copy of the contract of separation;
- iii) In case of *bone fide de facto* separated persons, these are to produce proof and/or official documentation to substantiate this.
It shall be discretionary on the Housing Authority to decide whether the documents submitted suffice the de facto separation;
- iv) FS3 of applicants for calendar year preceding the date of application. In case of applicants in receipt of pensions, a document indicating the amount of pension received is to be produced. In case of self employed applicants, these are to produce a Profit & Loss Account/ Income Statement signed by themselves and a Balance Sheet/Statement of Financial Position if applicable, together with Income Tax form for the year preceding the date of application if applicable;
- v) Copy of deed of rental agreement and latest rental receipts;
- vi) In case of disabled children living with applicant, a copy of Special Disability Card issued by the National Commission for Persons with a Disability is to be produced;
- vii) In case of families having fostered children living with them, applicants who have lived in care, applicants who have successfully completed a rehabilitation programme or left CCF, a document specifying this should be produced.
- viii) Updated Work Book Entries issued by Jobsplus (Work Book Section) of all applicants.

APPLICATIONS HAVING MISSING DOCUMENTS SHALL NOT BE ACCEPTED

