

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):

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 produced 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) Bank statement showing Name of applicant and IBAN where subsidy is to be deposited.

APPLICATIONS HAVING MISSING DOCUMENTS SHALL NOT BE ACCEPTED

Today: _____

I, the undersigned _____, son/daughter of _____
and _____ nee' _____ born _____ and residing

holder of ID Card No. _____ and _____ son/daughter
of _____ and _____ nee' _____,
born _____ and residing _____

_____, holder of ID Card No. _____,

am/are authorising the:

- **Housing Authority to access my/our employment history from Jobsplus for the purpose of this application;**
- **Department for Social Security to give information about me to the Housing Authority (via written request) covering any period of time as the same Authority deems fit*;**
- **Malta Business Registry to give all information to the Housing Authority (via written request) regarding my companies and societies covering any period of time as the same Authority deems fit*;**
- **All local and foreign banks to give all information to the Housing Authority (via written request) regarding my assets and accounts covering any period of time as the same Authority deems fit*;**
- **All local Government entities including banks to give all information to the Housing Authority (via written request) regarding my companies and societies covering any period of time as the same Authority deems fit*;**
- **Housing Authority to carry out searches on my behalf. Therefore, I bind myself to pay the necessary initial charge and any other further charges if the case may be;**
 - **€15.85 - Person who always retained the same name / surname**
 - **€31.70 - Person whose name / surname were changed at some point.**

For this purpose, I the undersigned am giving my power of attorney to the Housing Authority to gather necessary information mentioned above on my behalf.

The personal information provided on this application is protected and used by the Housing Authority for what is necessary and legitimate to process your application under this scheme. This personal information will be processed in accordance with the Data Protection Act (CAP 586), Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation) and the laws applicable in Malta which enter into force from time to time. Applicants have the right to access or verify the information held about them by requesting this in writing at 22, Triq Pietro Floriani, Floriana FRN 1060.

**The Housing Authority, from time to time, reserves the right to ask the entity for updates of information.*

Signature: _____

Signature: _____