

SCHEME FOR ADAPTATION WORKS IN DWELLINGS OCCUPIED BY TENANTS OR OWNERS

Published in the Government Gazette of the 13th March 2012

**Application for subsidy on Adaptation Works in
Dwellings Occupied by Tenants or Owners**

File No.

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. In the case that the application is refused, the administrative charges are not refunded. Therefore it is requested and strongly advised that applicants read the conditions of the scheme.

Application will only be accepted if:-

1. It is filled and signed by each applicant;
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 €20 by cash, cheque or money order addressed to the Chairman, Housing Authority is attached;
4. the necessary documents stipulated in Section 7 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 3**INFORMATION ABOUT THE PROPERTY IN WHICH WORKS WILL BE CARRIED OUT**

- i) Address of property:
-
- ii) The property is a: House Apartment Maisonette

SECTION 4**DECLARATION****i) Declaration by a landlord applying to carry out works related to the structure.**

I, the landlord, declare that the works will be carried out at the Housing Authority's expense and therefore as the landlord, in all cases, am indefinitely renouncing the right of increasing the rent that I am entitled to according to the law after works are carried out.

Signature of Landlord: Signature of Tenant:

Date:

ii) Declaration in case of a tenant application

I declare that the landlord of the property

ID Card Number

Residing at

is* / **is not*** a direct descendant or ascendant or otherwise related to me up to the two degrees or co-owner with me.

** Cross out 'is' or 'is not' where applicable.*

Signature of Applicant: Signature of Applicant:

Date:

iii) Declaration by all applicants

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 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.

I understand and accept that the Authority will not assume any responsibilities leading to damages and damages occurring to the property and to third party properties during the processing of the application, during the works and after the works are completed under this scheme. All risks and responsibilities shall always be directed to the undersigned applicant.

Signature of Applicant: Signature of Applicant:

Date:

SECTION 5**REQUESTED WORKS**

OWNERS LANDLORDS TENANTS

	OWNERS	LANDLORDS	TENANTS
i) i. Repairs to dangerous structures	<input type="checkbox"/>	<input type="checkbox"/>	
ii. Necessary repairs to structure	<input type="checkbox"/>	<input type="checkbox"/>	
ii) Professional fees and permit fees <i>(only if a MEPA permit is required)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii) Replacement of old water and electricity installations	<input type="checkbox"/>		<input type="checkbox"/>
iv) Installation/Improvement works to bathroom	<input type="checkbox"/>		<input type="checkbox"/>
iv) Repairs/Replacement of floor tiles	<input type="checkbox"/>		<input type="checkbox"/>
vi) Repairs/Replacement to an old drainage system	<input type="checkbox"/>		<input type="checkbox"/>
vi Repairs/Replacement of external doors, apertures and balconies	<input type="checkbox"/>		<input type="checkbox"/>
viii) Provision of water proofing to the roofs of the dwelling house	<input type="checkbox"/>		<input type="checkbox"/>
ix) Improvements/damp proofing works as permanent solution to eliminate problems of rising damp	<input type="checkbox"/>		<input type="checkbox"/>

SECTION 6**CHARGES FOR APPLICATION**

i) Administrative Charge - €20	<input type="checkbox"/>
<i>(The following charges are not applicable in cases of applicants in receipt of Social Assistance or Non Contributory Pension)</i>	
ii) Searches:	
a) Single Person - €15.85	<input type="checkbox"/>
b) Person who has not changed name/surname - €15.85	<input type="checkbox"/>
c) Person who has changed name/surname - €31.70	<input type="checkbox"/>
d) Engaged couples - €31.70	<input type="checkbox"/>
iii) Bank Charge for each applicant - €12	<input type="checkbox"/>
iv) Donations of spouses/parents who died prior to November 1992 - €5 each	<input type="checkbox"/>

SECTION 7**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 purchase of property/rental agreement and latest rental receipt/contract of temporary emphyteusis indicating the title of applicant on property on which the request is being made.
- vi) Bank Statement showing applicant's IBAN Number.

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: _____

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Declaration

I, _____ and _____, declare that:-

- a) I/we have read, agreed and accepted all the conditions of the Government Gazette related to the application, which conditions form an integral part of my declaration and which conditions I/we was/were given a copy of together with the application form;
- b) I/we do not possess assets exceeding €60,000;
- c) the information given in the application is correct and true. I/We understand that I/we will forfeit the right to any subsidy under this Scheme and will not be entitled to the charges paid if incorrect information is given;
- d) I/ we am/are giving my/our full consent to the Authority in order to carry out a full means test when the Authority deems fit;
- e) I/we understand and accept that the Authority will not assume any responsibilities leading to damages and damages occurring to the property and to third party properties during the processing of the application, during the works and after the works are completed under this scheme. All risks and responsibilities shall always be directed to the undersigned applicant/s;
- f) I/we understand and accept that if from the means test it transpires that I/we do possess assets exceeding € 60,000, the Authority will have the right to ask for the full refund of the grant given to me/us under this scheme.

Signature of Applicant: _____ ID Card Number: _____

Signature of Applicant: _____ ID Card Number: _____