

## Grant to Assist Owners in the Construction and/or Completion or Rehabilitation of their First Home

Published in the Government Gazette of the 1st September 2004

**Application for a Grant to Assist Owners in the Construction and/or Completion or Rehabilitation of their First Home.**

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.**

### 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 €23 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 1

## PERSONAL INFORMATION ABOUT APPLICANTS

|      |                                                                                                                                                                              |                |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| i)   | Name & Surname                                                                                                                                                               |                |
|      | Address:                                                                                                                                                                     |                |
|      |                                                                                                                                                                              |                |
|      |                                                                                                                                                                              |                |
|      | ID Card Number:                                                                                                                                                              | Date of Birth: |
|      | Telephone Number:                                                                                                                                                            | Mobile Number: |
|      | Email:                                                                                                                                                                       | Civil Status:  |
|      |                                                                                                                                                                              |                |
| ii)  | Name & Surname                                                                                                                                                               |                |
|      | Address:                                                                                                                                                                     |                |
|      |                                                                                                                                                                              |                |
|      |                                                                                                                                                                              |                |
|      | ID Card Number:                                                                                                                                                              | Date of Birth: |
|      | Telephone Number:                                                                                                                                                            | Mobile Number: |
|      | Email:                                                                                                                                                                       | Civil Status:  |
|      |                                                                                                                                                                              |                |
| iii) | Date of marriage / Civil Union (in case of a married couple / two persons who have entered into a Civil Union under the Civil Union Act or separated / annulled / divorced): |                |

**Bank Account details where the subsidy is to be deposited: BICC / SWIFT CODE:**\_\_\_\_\_

IBAN:

[illegible]

## SECTION 2

## CHARGES FOR APPLICATION

|      |                                                                          |  |
|------|--------------------------------------------------------------------------|--|
| i)   | Administrative Charge - €23                                              |  |
| ii)  | Searches:                                                                |  |
|      | a) Single Person - €15.85                                                |  |
|      | b) Person who has not changed name / surname - €15.85                    |  |
|      | c) Person who has changed name / surname - €31.70                        |  |
|      | d) Engaged couples - €31.70                                              |  |
| iii) | Donations of spouses / parents who died prior to November 1992 - €5 each |  |

## SECTION 3

## DECLARATION

I, the undersigned declare that:

- i) I am submitting this application in order to benefit from a grant as stipulated in the scheme published in the Government Gazette of the 1<sup>st</sup> September 2004;
- ii) This is the first property being purchased by myself and it will be my first ordinary residence;
- iii) 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;
- iv) 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;
- v) I do not have further receipts to submit under Stage .....  
Therefore, I request the Authority to issue payment on the attached receipts whilst I also declare that I am aware that there will only be **one** payment under this phase.

Signature of Applicant .....

Signature of Applicant .....

Date: .....

Date: .....

## SECTION 4

## LIST OF DOCUMENTS TO BE ATTACHED TO THE 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.
- ii) In case of disabled applicants or applicants suffering from chronic mental illness, a medical certificate describing the conditions and a photocopy of valid Disability Card from both sides issued by the National Commission Persons with Disability is to be produced.
- iii) Original Fiscal receipts in the name of applicants showing payments made by applicants on goods purchased and works carried out related to construction or on rehabilitation of property. Each fiscal receipt is to be accompanied by invoices containing details of goods purchased or services given to applicants including applicants' details. **THESE RECEIPTS WILL NOT BE GIVEN BACK TO APPLICANTS.**
- iv) Architect's certificate mentioned in Section 5.
- v) Building Permit issued by the Planning Authority (PA) which covers the construction of the property on which grant is being requested.
- vi) 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.
- vii) An authenticated copy of the Preliminary Agreement and Deed of Acquisition of property.
- viii) Photos signed by an architect of the works on which refund is being requested which includes a photo of the façade of the property.

**APPLICATIONS HAVING MISSING DOCUMENTS SHALL NOT BE ACCEPTED**

I, the undersigned, after inspecting the property:

Address of Property:

certify that this property was purchased in (state of property)

and the works prior to acquisition were

After the acquisition of the property the following works were carried out:

This property was originally built in the year

The property is in shell form

YES

☐

NO

☐

The property is in finished state and fit for habitation

YES

☐

NO

☐

Date of MEPA permit

Date of occupation of property

Architect's Signature & Rubber Stamp